

Gallery Attendant

Goals

Volunteer positions not only provide an opportunity for the individual to develop a well-rounded understanding of the multifarious components of the exhibition arena, but also to foster future, sustainable relationships with the individuals who both support, and comprise, nonprofit organizations and other public programs.

Description

The Gallery Attendant is responsible for keeping the gallery & artwork secure during gallery hours. Also, the attendant is responsible for greeting visitors and providing them with information about the gallery and upcoming events. Each guest entering the Gallery must be tallied on the notebook provided (see notebook for details) and encouraged to sign the guest book (with contact information, etc). Finally, the attendant must be reliable and capable of completing tasks at the request of the Gallery Coordinator.

Skills Required/Requirements

- *Bilingual (Spanish/English) preferred
- *Must be punctual
- *Must also possess good customer service skills, and be courteous and friendly to incoming visitors
- *Volunteer must commit to a minimum of at least 3 hours per day

Other

Volunteer may bring a book, magazines or homework to work but must always be mindful of incoming guests.

EVERY VOLUNTEER:

Because we want the exhibitions to be both enjoyable and enriching, we encourage each volunteer to accustom themselves to the work on display (view the exhibition, read the supplemental materials, etc), and to ask any questions about the work. This is to not only better your own experiences, but to also help inform curious guests.