



Position Title: Gallery Attendant  
Department: Public Operations  
Department Head: Public Operations Director  
Supervisor: Public Operations Manager and Supervisors  
Starting Pay: \$9/hour (raise after 6 months in good standing)  
Date Updated: 6.1.18

### SUMMARY OF JOB SCOPE & RESPONSIBILITIES

Gallery Attendants are responsible for the day-to-day security of MMoCA while maintaining a welcoming environment for museum guests.

### ESSENTIAL JOB FUNCTIONS (85%)

- Maintain the security of the building, artwork, and guests.
- Interact with all museum guests in a friendly, professional manner, with excellent customer service.
- Open and close museum spaces as assigned.
- Keep precise records of attendance and notes
- Work with Public Operations Manager and Supervisors to ensure a smooth flow of museum guests, event attendees, restaurant patrons, and other activities within the building
- Maintain knowledge of museum policies, current exhibitions and events and be able to communicate relevant information to museum guests.
- Ensure order, safety, and cleanliness in galleries and public spaces throughout the building, including light custodial work (dust mopping, cleaning glass, vacuuming).

### SECONDARY JOB FUNCTIONS (15%)

- Assist with events and group tours as directed, including facilitating vendor load-in/out, setting up equipment (tables, chairs, stanchions, etc), use of the freight elevator and lift, and other event-related tasks.

### SCHEDULING

- This is a part-time, hourly position, with an average shift length of 5 hours. • Typical shifts run 11:45-5 on Sun, Tues, Wed, Thurs, and Fri. There are also 5-8 shifts available on Fridays. On Saturdays, the shifts are split: 9:45-3 and 3-8. Events and tours will sometimes mean coming in early or staying late, with advance notice.
- Flexible scheduling available, including weekends-only positions. Expect to work an average of 10-20 hours per week, depending on needs of the museum (events and installations may mean fewer or more shifts are available in a given month).
- Must be available to work during major museum fundraising events, including the Art Fair on the Square (the second full weekend in July, including Friday evening and all day Saturday and Sunday), opening receptions (generally on Friday evenings), the Art and Gift Fair (weekend prior to Thanksgiving), galas (Hair Affair and Chroma, generally a Thursday evening in late April) and other events. Advance notice will be provided of additional events requiring additional staff.
- The position qualifies for Work-Study employment through UW-Madison and Madison College.

## WORK ENVIRONMENT

The majority of shifts are spent interacting with the public. This position requires the ability to stand for long periods, walk, bend and reach above and below shoulder level, and basic computer/electronics skills. Must be able to lift 30 lbs and set up/take down equipment.

## BENEFITS

- Gallery Attendants receive vacation days (after six months of continuous employment) and sick leave (after 90 days of active employment), pro-rated based on work history.
- Performance and Salary reviews are done after six months of employment and then annually after that.
- Additional perks include free admission to most museums throughout the United States, free admission to most MMoCA events, discounts at the Museum Store, Food Fight Restaurants, and select businesses on State Street.

## DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. The Madison Museum of Contemporary Art is an Equal Opportunity Employer. It is our policy to administer all of our employment practices, including those pertaining to recruitment, hiring, placement, transfer, promotion or demotion, rates of pay or other forms of compensation, layoff or termination and selection for training in a nondiscriminatory manner without regard to race, color, religion, sex, age, handicap or disability, sexual orientation, national origin, or any other basis prohibited by applicable federal, state, or local fair employment laws or regulations.