



## Museum Attendants:

The Aldrich Contemporary Art Museum seeks part-time employees to serve as Museum Attendants, the Museum's highly trained, knowledgeable, and approachable gallery staff. Currently we are specifically looking to fill weekend shifts on Friday, Saturday, and Sunday. Museum Attendants are required to be regularly available for and proficient in a range of services and duties, including, but not limited to:

### Visitor Experience:

- Engage with the public to ensure a positive experience for visitors of all ages and at all levels of familiarity with contemporary art
- Provide visitors with information about the exhibitions on view, education, public programs and events, and membership

### Security and Safety:

- Monitor the security of the artwork and Museum property
- Regulate access to the building, including all entrances and exits
- Ensure visitor safety and guest compliance with Museum rules and regulations in a professional manner

### Museum Education:

- Attend mandatory training sessions on Museum programming, exhibiting artists, exhibition content, and visitor experience best practices

### A/V and Event Support:

- Provide A/V set up, oversight, and deinstallation of equipment for programs and events
- Have familiarity with Macs and PCs
- Have familiarity with or willingness to learn Keynote and PowerPoint presentations
- Assist in set-up and break-down for programs and events, including the moving and placement of furniture and artwork, as needed and directed

### Required Customer Service Experience and Skills:

- Serve as ambassadors for the Museum, with a strong attention to detail, the ability and willingness to communicate clearly in a knowledgeable and friendly fashion, and the ability to stand for long periods of time in both quiet and highly trafficked galleries and other Museum environments
- Be gracious, professional, and composed in challenging, crowded or emergency situations
- Be comfortable working with large groups, especially with children
- Preferably have experience in customer service and/or retail
- Have a general knowledge of and appreciation for art history and contemporary art practices

# The Aldrich Contemporary Art Museum



## **Covid-19 Precautions:**

- The museum is following all CDC and State of Connecticut guidelines to ensure a socially-distanced and sanitary workplace. Mandatory masks, regular cleanings, timed ticketing, occupancy limits, and many more measures have been implemented. We welcome questions from prospective applicants about our policies.

Visual Artists and Art Educators are encouraged to apply.

Compensation: \$15/hr regular shift.

Hours: Part time; weekend (Friday, Saturday, Sunday) availability required, flexible hours, Wednesday through Monday.

To apply please submit a cover letter and resume to [general@thealdrich.org](mailto:general@thealdrich.org)

## **The Aldrich Contemporary Art Museum Non-Discrimination Policy**

The Aldrich Contemporary Art Museum is committed to:

- The goal of achieving equal opportunity for all.
- Providing an inclusive and welcoming environment for all members of the community.
- Providing an inclusive and nondiscriminatory work environment in which all employees are valued and empowered to succeed.
- Providing a workplace free from harassment of all kinds.

Compliance with all federal and state legislation and regulations regarding non-discrimination.

**Consistent with these principles, The Aldrich does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, expression and characteristics, age, religion, national or ethnic origin, visible or invisible disability, veteran status, or any other protected status.**