
POSITION DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Museum Attendant

Status: Part-Time

Schedule: Variable

Supervisor: Events Manager, Visitor Services Manager, Education Manager

To Apply: Email resume to humanresources@artandhistory.org

Rate: \$16/hour

Job Summary: The Museum Attendant position is a hybrid role designed to support various aspects of museum operations. Applicants have the flexibility to select which areas they would like to focus on: Events, Museum Operations, or Educational Programming. This role is ideal for individuals who are passionate about museums, enjoy working with the public, and are flexible in adapting to the needs of the institution.

Applicants may select responsibilities in one or more of the following areas:

1. Event Attendant: Events Attendants assist with the museum's event rentals program, which includes corporate events and weddings. **In addition, Event Attendants are expected to help with internal museum events, such as gallery openings and fundraising events.** This role provides excellent experience for anyone wishing to gain entry into the events industry and acts as the main point of contact during rental events. Duties include:

- Ensure all guests and vendors follow venue policies and procedures, safeguarding the integrity and safety of the property.
- Assist clients and guests, addressing questions and needs during events.
- Collaborate with multiple vendors and clients to ensure smooth event execution.
- Prepare rental facilities by setting up tables, chairs, parking, and signage.
- Operate venue systems including lighting, HVAC, doors, and locks.
- Monitor the venue for cleanliness, safety, and other operational needs during events.
- Identify and report any potential issues during events.
- Assist with event teardown, including storage of equipment and cleaning of the facilities.

2. Museum Operations: This is a guest service position responsible for staffing the museums and galleries. It's a great fit for individuals interested in museum operations and visitor engagement. Duties include:

- Assist the Museum Engagement Manager in planning, implementing, and evaluating guest services.
- Process admission, retail sales, program/activity fees, membership sales, and donations using available technology.
- Provide interpretive tours of the museum and historic sites, offering relevant information to guests.
- Maintain the museum shop, including inventory management and product research.
- Monitor the museum and its exhibitions to ensure the safety of guests and artifacts.

- Collaborate with staff and volunteers to meet the goals of museum programs and activities.
- Maintain both physical and digital files related to assigned tasks.
- Support special projects as needed, as directed by museum leadership.

3. Educational Programming: This role assists with working with families and youth through educational programs. It provides hands-on experience in facilitating programs and events that engage younger audiences and the wider community.

- Assist the Education Manager with outreach and youth programs, including toddler programs, family day events, and field trips.
- Help facilitate school programs, both on-site and at partner locations.
- Represent the museum at festivals, fairs, and other community events, preparing hands-on activities for public engagement.
- Support the planning and execution of community engagement initiatives.

Qualifications:

- Flexibility to work in a variety of roles within the museum environment.
- Excellent customer service skills.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt to the needs of different departments.
- Experience in one or more of the focus areas (Events, Museum Operations, Educational Programming) is preferred.

Working Conditions:

- Must be able to work flexible hours, including evenings, weekends, and holidays as needed for events or programs.
- Ability to lift and move objects, such as tables and chairs, as required for event setup and teardown, as well as work outdoors.

How to Apply: Interested applicants may apply for one, two, or all three focus areas. Resumes can be emailed to humanresources@artandhistory.org. Please indicate in your application which areas you are interested in.