
VOLUNTEER DESCRIPTION



ART & HISTORY MUSEUMS
MAITLAND

Title: Gallery Attendant

Supervisor: Administrative Coordinator

Schedule: Thursdays and/or Fridays

Commitment: 12 p.m. – 4 p.m.

Position Summary: The Gallery Attendant will assist the Administrative Coordinator with furthering the A&H mission through premier guest services in our Art Gallery as well as administrative support.

Duties:

- Greet visitors in a professional manner and process Gallery admissions
- Maintain a Log of all guests for internal reports
- Encourage memberships and provide appropriate applications
- Engage with guests and provide accurate information about the A&H history, exhibitions, programming, classes and special events.
- Work with the Administrative Coordinator with data entry, acknowledgement letters and membership mailings as necessary.

Qualifications:

- Excellent Guest Service Relation skills including a welcoming personality
- Desire to promote and share A&H's mission
- Ability to engage the guests in a professional and friendly manner
- Work well independently
- Willingness to learn computer programs used in the non-profit industry
- Appreciation and respect for art and history
- Ability to sit 95% of the time.

Additional Comments:

- Appropriate training is provided to the volunteer in order to complete the assigned tasks

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