Gallery Greeter Job Description

Brattleboro Museum & Art Center (BMAC), an Equal Opportunity Employer, is looking to hire part-time Gallery Greeters. (Multiple positions. Hours are primarily on weekends, evenings, select holiday Mondays, and during events as needed.)

Gallery Greeter Responsibilities

- Greeters present a friendly face for the museum, welcoming guests and answering any questions they may have.
- Gallery greeters open and close the museum—turning on and off all lights, audio, and video for exhibits and alarming and securing the building at the end of the day.
- Greeters are trained to operate the front desk: They greet visitors; track attendance; accept payments for gift shop sales, memberships, and donations; monitor the front door; collect and verify visitor information; and cash out the register at the end of the day.
- Greeters enforce museum visitor policies as needed to ensure the safety of the artwork, visitors, and staff.

HOURS AND SCHEDULE Gallery Greeters report to the Gallery Manager. They work as needed, primarily weekend, evening, and holiday hours; during the regular gallery day (Wed-Sun 10-4, select holiday Mondays); and during events.

QUALIFICATIONS The ideal candidate for this position is a friendly “people person” with excellent communication skills. Punctuality and reliability are a must. Basic math skills are required. Interest and/or experience in art, museums, galleries, non-profits is helpful but not required. Experience in guest services is a plus. Must be able to work independently. Candidates should be able to sit and stand for extended periods of time.

TO APPLY Interested candidates should email a statement of interest and resume to gallery@brattleboromuseum.org. Review of applications will begin immediately and continue until the positions are filled. Please do not send materials in any fashion other than via email, as they will not be reviewed. Receipt of application materials will be acknowledged by email within a week. Please do not call to follow up, unless a week has elapsed and you have not received an email acknowledging that your application has been received.

COMPENSATION Staff will be paid an hourly rate of $15.

ABOUT BMAC Founded in 1972, the Brattleboro Museum & Art Center (BMAC) is located in Brattleboro's historic Union Station. The mission of BMAC is to present art and ideas in ways that inspire, inform, and connect people from all walks of life. A leading presence in the cultural landscape of Brattleboro, Vermont, and the surrounding region, BMAC presents rotating exhibitions of contemporary art, organizes and hosts a wide variety of cultural events, offers arts education programs to area schools, and serves as a venue for public and private gatherings. To learn more about BMAC, visit www.brattleboromuseum.org or find us on Facebook and Instagram: @brattmuseum.