JOB OPENING
WEEKEND GALLERY MANAGER & GUIDE
October 26, 2022

Brattleboro Museum & Art Center (BMAC), an Equal Opportunity Employer, seeks a reliable, friendly, aspiring or experienced museum professional with outstanding visitor service skills, strong administrative abilities, and a passion for art and museums to become its new Weekend Gallery Manager & Guide.

RESPONSIBILITIES

The Weekend Gallery Manager & Guide reports to the Gallery Manager & Marketing Coordinator. Their responsibilities fall into two broad categories, as follows:

As **Weekend Gallery Manager**, the Weekend Gallery Manager & Guide ensures that daily operations in the museum galleries run smoothly, and that visitors to the museum’s exhibits have a rewarding experience, marked by the highest standards of visitor service. Some specific responsibilities include but are not limited to:

- Hiring, training, managing, and supporting paid and volunteer weekend gallery staff;
- Ensuring that the galleries and all public spaces are accessible, safe, clean, attractive, and in good working order;
- Overseeing the opening and closing of the galleries;
- In collaboration with the Gallery Manager & Marketing Coordinator:
  - Ensuring that appropriate systems and procedures are in place regarding admission, cash management, security, and the donation box;
  - Tracking and reporting on visitor attendance and demographics;
  - Designing and implementing systems to gather and process visitor feedback; and
  - Managing the gift shop.

As **Gallery Guide**, under the supervision of the Manager of Education & Community Engagement Programs, the Weekend Gallery Manager & Guide enriches visitors’ experiences of BMAC exhibits by:

- Answering visitor questions and engaging in conversations about the art and artists;
- Offering engaging exhibit tours to visitors of all ages and backgrounds;
- Designing and leading educational activities in the galleries; and
- Providing backup front desk staffing as needed.

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HOURS AND SCHEDULE

The Weekend Gallery Manager & Guide works 14 hours per week, Saturdays and Sundays, 9:30 a.m. to 4:30 p.m. Additional hours may be available and extended hours may be required from time to time.

COMPENSATION AND BENEFITS

$18-22 per hour, depending on prior experience and skills, plus employer contributions to a SIMPLE IRA retirement account and prorated paid leave

QUALIFICATIONS

The ideal candidate for this position will be unfailingly reliable and have outstanding visitor service skills. In addition, they will have experience and derive enjoyment from talking with museum visitors of all ages and backgrounds about art and artists. Strong administrative, problem-solving, communication, and computer skills are a must.

TO APPLY

Interested candidates should email a cover letter highlighting relevant experience and skills, a resume or list of prior employment experience, and contact information for two professional references to gallery@brattleboromuseum.org. If possible, please bundle these items together as a single PDF.

Review of applications will begin immediately and will continue until the position is filled.

QUESTIONS?

Email Erin Jenkins at gallery@brattleboromuseum.org or call 802-257-0124 x113.

ABOUT BMAC

Founded in 1972, the Brattleboro Museum & Art Center (BMAC) is located in Brattleboro’s historic Union Station in downtown Brattleboro, Vermont. The mission of BMAC is to illuminate art and ideas in ways that inspire, inform, and connect people from all walks of life. A leading presence in the cultural landscape of southern Vermont, BMAC presents rotating exhibitions of contemporary art, organizes and hosts a variety of cultural events, offers arts education programs to children and adults, and serves as a venue for public and private gatherings. To learn more about BMAC, visit www.brattleboromuseum.org.

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