Position Announcement | Visitor Services Part-Time Gallery Host

**Reporting Relationship:** Manager of Visitor Experience  
**Opening Date:** 8/24/21  
**Closing Date:** 9/8/21

**About the Newark Museum of Art:**

*We welcome everyone with inclusive experiences that spark curiosity and foster community.*

*We acknowledge the traditional homelands of the Lenape, also known as the Delaware, upon which The Newark Museum of Art resides.*

Founded in 1909, The Newark Museum of Art ("the Museum") is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education, and community engagement with an overarching commitment to broadening and diversifying arts participation. The Museum’s renowned collections and interpretations have the power to educate, inspire and transform individuals of all ages.

As our mission statement aptly states, "We welcome everyone with inclusive experiences that spark curiosity and foster community". The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships, and resources designed to enrich people’s lives. The Museum’s collections are presented on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its Director/CEO, Linda C. Harrison, The Newark Museum of Art is poised for a chapter of transformation, exciting growth and development. This position is instrumental to raising awareness and audience engagement while supporting Membership and fundraising drives to support the goals of the institution.

**Essential Duties and Responsibilities:**

Visitor Experience is responsible for daily general operations in the Welcome Center, Coat Check, and Galleries. As part of Visitor Experience, Gallery Hosts create a positive and welcoming environment for members, visitors, donors and other stakeholders by contributing to the culture of genuine service. Our team actively engages visitors, while enthusiastically promoting the Museum and its services with a professional and positive demeanor.

**Knowledge, Skills and Abilities:**

- Serve as the Museum representative in galleries. Greet and welcome all visitors.
Monitor public activities in galleries. Ensure visitors adhere to Museum policies, paying particular attention to the safety of the collection and of others.

Engage visitors in a professional, friendly and positive manner. Answer questions regarding wayfinding, the collection, on-site facilities and services, programs and events, and more.

Take ownership of visitor queries and respond with friendly, genuine attention and follow through as needed.

Maintain sufficient knowledge of Museum’s history, collections, special exhibitions, and visitor policies.

Remain alert and immediately report anything unusual or out of place. Notify Manager immediately of any issues that require attention.

Attend daily morning briefings, all-staff meetings, and periodic trainings.

Monitor and replace any gallery materials as needed.

Perform other duties as assigned.

**Salary & Schedule:**
$13/hourly
Thursday – Sunday, 10 a.m. - 5 p.m.

**Qualifications:**
- Open and friendly attitude
- Computer/Email basic proficiency
- Excellent communication and listening skills
- Excellent interpersonal skills
- Comfortable working with large crowds, including children, seniors, and individuals with special needs
- Available to work at least 1 weekend day and evenings as required
- Customer service experience a plus
- Interest in the arts a plus

**Physical Demands:** The physical demands described here are representative of those that are to be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand for long periods of time, use hands to handle, reach or feel; talk or hear.

The Newark Museum of Art is an Equal Opportunity Employer. In addition, we aspire to make the Museum and our environment - staff, audiences, artists, programs, and exhibitions - reflective of the diversity of the city of Newark and to capture the spirit of access, inclusion, and equity in all we do. We strongly encourage and welcome applicants from our BIPOC, disabled, and LGBTQIA+ communities as they must be centered in the work we do.

**Apply:**
Send letter of application and resume to humanresources@newarkmuseumart.org

Due to the high volume of submissions, only those candidates selected for interviews will be contacted.