Part Time Gallery Host

Background:
Founded in 1909, The Newark Museum of Art (NMOA) is one of the most influential museums in the United States and the largest art and education institution in New Jersey. The mission statement of the Museum reads: *We welcome everyone with inclusive experiences that spark curiosity and foster community.* As part of its commitment to broadening and diversifying arts participation, NMOA actively engages diverse audiences and creative voices through strategic partnerships, artist residencies and community engagement, and works to make its exhibitions, programs, facilities, and services accessible to and for all audiences.

The Museum serves over 300,000 people on-site, off-site and online each year. Its renowned collections, which include African, Asian, American, Ancient and Decorative Art, as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum’s distinguished history of collecting and exhibiting works of art from around the world has been guided by Dana’s founding belief that art can be found everywhere and is for everyone.

The Museum has built a reputation as a national leader in museum-based education by providing audiences with compelling exhibitions, scholarly publications, an art reference library, and innovative public and school programming. NMOA’s robust program offerings include onsite and virtual lectures, symposia, film festivals, gallery tours, family-focused community days with multicultural themes; curriculum-aligned programs for Pre-K through 12th grade students, professional development training for educators, and a nationally-recognized youth development program. In all of its activities, NMOA seeks to engage the community in the exploration of its renowned global art collections that reflect different cultural traditions, to foster lifelong learning and creativity, and to stimulate greater public understanding and enjoyment of the arts, sciences, and humanities.

To attract and serve its increasingly diverse 21st century audience, which reflects the demographics of Newark, the state of New Jersey, and the tristate region, TNMOA presents exhibitions and programs that include a multiplicity of voices and foreground non-dominant narratives. To that end, over the past five years the Museum has invested in a series of transformational renovations and reinstallations of key galleries to intentionally highlight multiple histories, stories, and perspectives.

Under the leadership of Director and CEO Linda Harrison, The Newark Museum of Art is poised for a chapter of transformation, exciting growth and development, as the City of Newark undergoes a revival of its own.

Position Objective:
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.

Duties and Responsibilities:
- 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 per hour
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.

If you are interested in a position at the Museum, please submit your resume and letter of interest to:
Humanresources@newarkmuseumart.org

Equal Opportunity Employer: The Newark Museum of Art does not discriminate against candidates based on race, age, gender, sexual orientation, physical disabilities or any other category protected by law in all employment decisions, including but not limited to recruitment, hiring, compensation, training, promotion, lay-off and termination, and all other terms and conditions of employment.