

LAWNDALE

Gallery Attendant

Lawndale is seeking a contract Gallery Attendant who will report to the Executive Director and Public Program Coordinator and oversees the galleries and visitor services on Sundays from 12 - 3 PM when exhibitions are on view beginning September 2018.

The ideal candidate possesses excellent customer service, verbal communication skills, knowledge of and passion for contemporary art, interest in working on the public-facing side of an art institution, the ability to work independently; is self-motivated, punctual, responsible, organized, and detail-oriented; and exhibits a professional demeanor.

Primary Job Responsibilities:

- Setting up and shutting down exhibitions at the beginning and end of gallery hours
- Light community initiative and administrative assistance
- Greeting visitors and sharing information about Lawndale and its exhibitions
- Relaying information about Lawndale to visitors, including its mission, history, and the artwork and artists on display
- Recording audiences counts and promoting the Audience Survey
- Troubleshooting exhibition technology
- Maintaining stock of printed matter

Qualifications and Experience Requirements:

- Bachelor's degree from or current enrollment in bachelor's degree program at an accredited college or university
- Background in and display of excellent customer service
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Excellent verbal and written communication skills

To apply, please send cover letter, resume, and two references (phone and email) to askus@lawndaleartcenter.org with the subject line "Gallery Attendant."