



Gallery Attendant Volunteer Position Description

Reports to: Audra Lucas, Volunteer Coordinator

Work Location: Museum of Ventura County,
100 E. Main St., Ventura, CA 93001

Commitment: minimum 4 shifts

Goal of Position: Gallery Attendants provide a helpful and friendly presence in and around galleries and exhibits; are a visible presence in the Museum's galleries to protect our valuable collections from theft and damage. They serve as members of the Curating team, helping to create a welcoming and safe environment for visitors.

Responsibilities

- Be a supervising presence in the Museum's galleries
- Engage in informal conversations with visitor about the exhibits
- Monitor exhibits and artifacts on display and report any damage to the Curators
- Except for periodic walk-throughs of the gallery spaces, Gallery Hosts are seated in a visible location
- Be familiar with and communicate clearly to visitors upcoming events and current exhibits at both museums
- Display flexibility, respect, and responsibility in relation to other volunteers, museum staff, and the public
- Work in concert with the Visitor Services and Curator staff
- Support and conform to the policies, standards, and procedures of the Museum of Ventura County and Agriculture Museum

Qualifications

Qualified Gallery Hosts and Hostesses are attentive to their environment and able to enforce boundaries and procedures using appropriate communication techniques and customer service skills. Flexibility, good judgment, and the ability to work independently as well as within groups are additional skills for successful candidates. Gallery Hosts and Hostesses sit for long periods of time during their volunteer shifts. This opportunity is open to volunteers age 18 and older.

Benefits

- Use and grow public relations and customer service skills as you interact with visitors of all ages
- Recognition from Museum staff and Board in a variety of ways
- College service hours may be earned with this opportunity