



Gallery Attendant
Seasonal position starting in June 2021
Exempt, paid

Summary

The gallery attendant will welcome guests to the Museum, provide direction on the use of interactive devices, maintain the exhibition gallery, and assist with informal programs. The attendant will maintain an orderly gallery and frequently clean interactive devices, touch screens and other high touch areas.

Basic Function and Responsibilities including but not limited to:

- Introducing visitors to flight simulators, explaining and demonstrating proper usage and taking other steps to give visitors an engaging and inspiring experience
- Communicate with our guests about daily activities and events.
- Provide information regarding all museum amenities.
- Maintain clean and orderly exhibit areas including daily cleaning of surfaces, screens and furniture, for simulators and other exhibits.
- Proactively communicating with guests who need assistance, including guests who are lost, ill, or injured.
- Assist in any emergency situations, medical situations, and technical situations.
- Other responsibilities as assigned.

Qualifications:

- Must be 18 years of age and older
- Must treat guests in a friendly, professional, and inviting manner
- Be able to exercise active listening skills and positive body language through smiling, sustaining eye contact and keeping good posture.
- Must be able to effectively and politely interact with all Museum guests in a busy, fast paced environment
- Ability to work a flexible schedule including weekends and holidays
- Be able to climb stairs
- Be able to lift a minimum of 20 pounds
- Be able to stand and/or walk for prolonged periods of time
- Experience with exhibition technology and knowledge about pilot training a plus

Compensation depends on experience and qualifications. This is a part time temporary position for approximately 10 to 12 hours per week and the term of employment is expected to be for three months. Interested applicants should send a resume and cover letter detailing how they would be a good fit for the position to archives@aa.com.

All candidates must pass a background check before starting employment.

No phone calls please.