



Gallery Attendant
Seasonal position starting May 2022

SUMMARY

The gallery attendant will interact with Museum visitors to ensure they have an engaging, positive experience. As part of their role, they will welcome guests to the Museum, provide direction on the use of interactive devices, maintain the gallery and assist with informal programs.

DUTIES AND RESPONSIBILITIES:

- Welcome visitors
- Introduce visitors to flight simulators, explaining and demonstrating proper usage and taking other steps to give visitors an engaging and inspiring experience
- Answer questions, explanations and providing tours to familiarize visitors with the history of American Airlines, the Museum and aviation
- Communicate with visitors about upcoming activities and events to encourage repeat visitation
- Provide information regarding all Museum amenities
- Maintain clean and orderly exhibit areas including cleaning of surfaces, screens, and furniture after use, 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
- Excellent customer service skills, treating guests in a friendly, professional, and inviting manner
- Exercise active listening skills and positive body language through smiling, sustaining eye contact
- Ability to work a flexible schedule including weekends and holidays
- Be able to climb stairs and 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 10 to 12 hours per week from May 27 to Sept. 10 (some flexibility may be accommodated). Interested applicants should send a resume and cover letter detailing their interest and fit for the position to archives@crsmithmuseum.org.

All candidates must pass a background check before starting employment.

No phone calls please.

About the Museum

The American Airlines CR Smith Museum is an independent nonprofit organization dedicated to providing life-changing educational programs to children of all backgrounds while preserving American Airlines heritage for the community and team members to enjoy. The Museum is on an exciting growth trajectory coming out of the pandemic. In 2021, the Museum was awarded Best in DFW Bronze for Museums and two Million Women Mentors – Texas Stand Up for STEM awards in the programming and educator categories.