



Gallery Associate (Part-Time / Weekends)

Position Overview

The Gallery Associate ensures a safe, engaging, and educational environment within the museum galleries. This role supports visitor experience through interaction, guidance, and oversight.

Key Responsibilities

- Monitor galleries to ensure artwork and exhibits are protected
- Engage visitors with basic interpretive information about exhibitions
- Encourage respectful and appropriate behavior in gallery spaces
- Assist with visitor questions and direct them to key areas (restrooms, exit, café, gift shop, etc.)
- Support interactive exhibits and ensure proper use
- Report any maintenance, safety, or security concerns promptly
- Assist with light program support or group visits when needed
- Contribute to a positive, collaborative team environment

Qualifications

- Interest in art, science, STEAM, or education
- Strong interpersonal skills and comfort speaking with the public
- Attentive, observant, and responsible
- Experience in museums, education, or public-facing roles preferred
- Ability to stand and move through galleries for extended periods

Schedule

Weekdays

- Morning Shift: 9:30 AM–1:30 PM
- Afternoon Shift: 1:30 PM–5:30 PM

Saturdays and Sundays

- 9:30:00 AM–5:30 PM (Includes a half-hour scheduled lunch break on weekends)