



13 N. Madison St.

Quincy, FL 32351

(850) 875-4866

[www.gadsdenarts.org](http://www.gadsdenarts.org)



## Museum Assistant Position Job Description

The Gadsden Arts Center & Museum Museum Assistant primary role is Visitor Services, creating a welcoming and inclusive environment for all visitors. The Museum Assistant also assists as assigned with research, writing, and editing for print and online marketing, event planning and setup, ArtZone planning and activity facilitation, and Museum Shop data entry.

Part-Time Position: 7 hours/day, 1-3 days/week

Hourly Pay: \$10 per hour

Schedule: 9:45am-5:15pm with 30-minute lunch break

Reports To: Professional Department Head (daily), Executive Director (overall)

### Key Responsibilities:

- Arrive on time for each scheduled work day;
- Greet and orient museum visitors in a cheerful manner;
- Provide visitors with accurate information about exhibitions, programs, and events;
- Record accurate participation numbers daily;
- Process admission fees and Museum Shop purchases;
- Assist families with step-by-step and open-ended art projects in the ArtZone;
- Create weekly and monthly E-newsletters and E-vites via MailChimp;
- Maintain a clean, business-like, front-of-line work environment;
- Assist with special programs and event setup (requires lifting/carrying up to 25lbs.);
- Assist with mailings, research, writing, editing, and phone calls as assigned;
- Respond rapidly to issues using security and emergency response procedures.
- Complete additional tasks and duties as assigned by the immediate supervisor or Executive Director.

### The Museum Assistant Must:

- Be knowledgeable about Gadsden Arts history, facilities, exhibitions and programs;
- Conduct all business of the Gadsden Arts Center & Museum in an honest, collegial, and ethical manner in keeping with the Gadsden Arts Center & Museum **Code of Ethics**;
- Maintain knowledge of all Center **policies and procedures** as they relate to the performance and duties of this position and perform other duties as deemed appropriate by the Executive Director.