

Gallery Host

About the Figge Art Museum:

The Figge Art Museum's mission is: *Bringing art and people together. We enrich our community with the experience of art through education, collections, exhibitions and preservation.*

The Figge is the premier art exhibition and education facility between Chicago and Des Moines. Its landmark glass building on the banks of the Mississippi, designed by British architect Sir David Chipperfield, is home to one of the Midwest's finest art collections, and hosts world-class traveling exhibitions. Its galleries, studios, auditorium and spacious lobby are alive with art classes, lectures and special events that attract visitors of all ages.

Position Description:

OVERVIEW: The Gallery Host provides a welcoming, safe, and informative visitor experience by answering questions, providing background on the museum's collections/exhibitions, and assisting in wayfinding throughout the building. He/she is responsible for undergoing continuous cross-training in four visitor-facing areas: visitor orientation, in-gallery experience, collection and exhibition content, and safety and security.

REPORTS TO: Gallery Host Manager

START DATE: TBD

RESPONSIBILITIES:

- Greets and welcomes all visitors
- Assists visitors in planning their museum experience, and directs visitors to amenities in the immediate downtown area upon request
- Becomes an expert in the museum's collections, the museum building, and its role in the community
- Ensures easy and efficient visitor flow through the museum
- Enforces security and safety procedures and protocols in galleries and all public spaces of the museum
- Liaises with security staff as needed
- Completes all required ongoing training, including but not limited to security training, audience engagement and collection training, and visitor orientation
- Answers questions throughout the museum
- Assists with general museum needs

COMPENSATION: Hourly Competitive

REQUIRED QUALIFICATIONS: High school diploma, GED, or prior military service. Ability to work with individuals from a wide variety of ethnic, cultural, and economic backgrounds. Ability to identify and positively resolve visitor issues in the moment. Good and thoughtful decision-making skills. Effective and persuasive communications skills; demonstrated ability to communicate clearly and effectively to present information to diverse audiences.

PREFERRED QUALIFICATIONS: Relevant coursework in arts education, museum studies, studio art, art history, or history (American, Western European and Latin American) from an accredited college or university. Foreign language skills. Experience in a visitor-facing role at a comparable organization. Experience in hospitality, retail, attractions, or cultural organizations.

Application Instructions:

Complete applications will include:

1. A letter of application (not more than one page)
2. Current curriculum vita or resume (not more than two pages)
3. The names, telephone numbers, and e-mail addresses of two current professional references

Please send the requested documents to Sarah Connors, sconnors@figgeartmuseum.org.

Applications are being accepted on an on-going basis and candidates will be contacted when positions become available.

The Figge Art Museum endeavors to provide a safe environment for its employees and required candidates to submit to a background investigation upon offer of employment. Employment is contingent upon the Figge's policies and procedures relating to the receipt and evaluation of information contained in the background investigation.