



PARRISH ART MUSEUM

Job Title: Gallery Attendant

Reports to: Security and Facilities Director

Status: Part-time, non-exempt

PURPOSE AND SCOPE:

Provides a safe, secure environment for the Museum's members, guests, volunteers, staff, collections, facilities, and grounds. Interacts with guests and other visitors in a welcoming demeanor.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Present welcoming demeanor to all guests and provide appropriate information as needed to all who enter assigned area.
- Circulate frequently through scheduled post to deter acts of vandalism, theft or negligence and ensure safety of visitors.
- Interact with the public in a courteous and respectful manner while upholding Museum policies.
- Communicate and report all suspicious conditions or persons; provide descriptions of violators of Museum policies; report accidents, injuries and/or hazardous conditions.
- Effectively handle evacuations and difficult situations according to museum policy.
- Become familiar with Museum building, grounds, and community to provide appropriate information and direction to guests.
- Perform other duties and functions assigned by the Security and Facilities Director.

This is not an exhaustive list; other duties may be assigned as needed.

QUALIFICATIONS/REQUIREMENTS:

Background clearances are required. All Parrish Art Museum employees are required to present documentation that they have received the Pfizer, Moderna, or Johnson & Johnson COVID-19 vaccine. Medical and/or religious exemptions require a formal review with accredited documentation.

- General knowledge of basic security procedures.
- Ability to work quickly, effectively, and responsibly in an emergency situation
- Willingness to work weekends and Holidays as well as additional unscheduled hours when necessary
- Strong background in a customer service, public oriented environment.
- Observant and friendly.
- Ability to stand and walk for a minimum of two hours without a break.

EDUCATION/TRAINING:

- High school graduate or GED, higher education preferred.
- NYS Security Guard license required

ABOUT THE PARRISH ART MUSEUM

The Parrish Art Museum is a place to discover and connect with art and artists with a focus on the rich creative legacy of Eastern Long Island and its global impact on the art world. The Museum regularly presents temporary exhibitions, including new installations drawn from its world-class collection of more than 3,000 works, as well as special exhibitions that reconsider the work of a single artist or group



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exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives.

The Parrish Art Museum is an equal opportunity employer. The Museum is committed to a work environment that supports, inspires, and respects all individuals and we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, military service status, or any other status protected under federal, state, or local law. Individuals of diverse backgrounds are strongly encouraged to apply. The Museum's offices are fully accessible.