



## PARRISH ART MUSEUM

**JOB TITLE:** Gallery Attendant

**REPORTS TO:** Security and Facilities Director

**STATUS:** Full-Time or 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.
- 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.

**WORKING CONDITIONS:**

Work will be performed in Museum spaces and in program spaces including the Museum galleries, studio and theater. The physical demands and work environment require standing for extended periods of time, and characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must accept direction from the Security and Facilities Director and Executive Director in executing principal responsibilities.

**SALARY:**

The position has a rate of \$16.50/hour.



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### **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 our world-class collection of more than 3,000 works; as well as special exhibitions that reconsider the work of a single artist or group exhibitions that explore compelling themes. The Parrish produces hundreds of public programs and offers a year-round schedule of inspiring education initiatives.

The Parrish is the oldest cultural institution on the East End of Long Island. Founded in 1898 by Samuel L. Parrish in the Village of Southampton, the Museum opened its new Herzog & de Meuron designed facility in Water Mill in 2012, providing for expanded services in research, interpretation, collaboration, education, and interactive, multidisciplinary programming.

Situated within one of the most concentrated creative communities in the United States, the Parrish Art Museum is a vital cultural presence on the East End of Long Island. For more than a century, the Museum endured and expanded – from a single exhibition hall in Southampton Village built by Samuel Longstreth Parrish as a showcase for his collection, to its relocation in 2012 to a spacious, light-filled, purpose-built facility in Water Mill, New York.

The Museum's landscape and critically acclaimed building honor Eastern Long Island's built and natural environment evoking the unique atmosphere of the region that inspires many artists. During COVID, the meadows have become an important addition to the galleries, offering an opportunity to experience outdoor sculpture safely outside and extending an open invitation to those who drive by.

*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.*