



PARRISH ART MUSEUM

Job Title: Seasonal Museum Assistant

Date: April 2026

Reports To: Senior Membership Manager & Director of Facilities

Status: Non-exempt, Part-Time / \$17.00 hr

Schedule: Per diem, 10–20 hours per week; seasonal (late spring through early fall)

Job Purpose and Scope:

An excellent introduction to museum management and operations, the Seasonal Museum Assistant supports Visitor Services and Facilities in a flexible, per diem capacity from late spring through early fall. Responsibilities span front desk and gallery floor coverage, including welcoming visitors, processing admissions, memberships, event ticketing, and shop and café sales; reconciling daily income; supporting group check-ins; and coordinating with internal teams on real-time operational needs. The role requires flexibility, reliability, and a customer-first attitude.

Job Responsibilities:

Visitor Services & Front Desk Support:

- Welcome and orient visitors; ensure all guests are logged into the system
- Process admissions of visitors and education programs attendees, memberships, event tickets, shop and café sales, support sales and membership renewals
- Respond to public inquiries via phone and email
- Reconcile daily income and assist with attendance reporting for senior leadership
- Support group visit check-ins and maintain organized public spaces, including the Creativity Lounge and in-gallery reading and activity materials
- Assist with administrative tasks such as data entry, guest list preparation, or RSVP tracking for museum programs and events.

Gallery Floor Support:

- Provide a safe, welcoming environment for visitors, staff, volunteers, and collections; present a friendly and professional demeanor to all guests
- Circulate throughout galleries; liaise with security staff on an as-needed basis to help ensure visitor safety and deter vandalism, theft, or negligence
- Become familiar with the museum building, grounds, and community to provide appropriate information and direction to guests
- Assist with light cleaning and general upkeep of public spaces

Other duties may be assigned as needed.

Qualifications:

- High school diploma or GED required; higher education preferred
- Strong customer service skills with an observant, approachable, and friendly demeanor
- Ability to manage multiple priorities; willingness to work weekends, holidays, and occasional evenings for special events
- Ability to stand and walk for a minimum of two hours without a break; ability to lift or move objects over 40 pounds
- Proficiency in Microsoft Excel and general office computer applications
- Ability to learn and use Customer Relationship Management and other similar software

Competencies and Success Factors:

- Strong interpersonal skills and the ability to work collaboratively with museum staff, volunteers, visitors, and vendors
- Ability to work independently while effectively managing multiple tasks and responsibilities
- Proficiency with retail, service, and sales practices is a plus
- A proactive, resourceful, and detail-oriented approach to handling tasks is a priority

Working Conditions:

- Work is performed at the museum front desk and throughout program spaces, including galleries, offices, theater, and terrace
- Average workdays Thursday – Monday during museum hours; plus occasional evening events
- Position requires standing and moving throughout the museum and sitting for extended periods; may include occasional evening hours for special events
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role

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.

TO APPLY: Please send a resume and cover letter to HR@parrishart.org with Seasonal Museum Assistant in the subject line.

The position will be open until filled. Due to the high volume of interest, regrettably, we cannot respond to individual applicants. If you are selected as a potential candidate, the Parrish will contact you to schedule an interview. No phone calls, please.

ABOUT THE PARRISH ART MUSEUM: The Parrish Art Museum is a place to discover and connect with artists and art with a focus on the rich creative legacy of the East End and its global impact on the art world. Inspired by the natural setting and historical artistic community of Long Island's East End, the Parrish Art Museum celebrates its legacy through a distinctive contemporary lens and socially conscious global context. The Parrish illuminates the creative process and how art, architecture, and design transform our experiences and our communities, and how we relate to the world. Access to relevant cultural engagement, artistic inspiration, a natural environment, and architectural ingenuity characterizes the Museum experience as a unique destination for the region, the nation, and the world.