

Visitors Services Associate

- Reports to: Visitors Services Coordinator
- Classification: Part-time, non-exempt
- Supervises: None
- Starting Wage: \$10.00 per hour

Job Function:

The Visitor Services Associate (VSA) is an ideal position for those who wish to gain experience with art education in a museum environment. Acting as an advocate and representative of HCCC, the VSA works in the galleries and public spaces of the museum and interacts with visitors of all ages and backgrounds. The position is responsible for greeting visitors to HCCC; providing information on programs, events, and general information; and safekeeping the artwork on view. The VSA works closely with the Visitors Services Coordinator and the Educator Director to make HCCC's art accessible and engaging to the broadest possible audience. The position is part time and must be available to work Saturdays and Sundays, as well as occasional evening events.

Duties and Responsibilities:

- Provides rich visitor experiences and educational opportunities through public engagement
- Creates meaningful connections and fulfilling experiences for guests while in galleries
- Leads tours of exhibitions, upon request
- Opens exhibition spaces and ensures exhibits are ready for visitors; closes exhibits at end of day
- Monitors exhibitions and surrounding areas, including daily record keeping
- Acts as guardian of gallery and objects by diplomatically enforcing gallery rules
- Assists with educational and exhibitions programming, including Hands-on Houston, Craft Social, and other special events
- Attends mandatory exhibition orientation sessions; attends staff meetings on request
- Assists the Education Department with other initiatives as needed

Organization Support:

- As suitable, respond to requests from any staff member for assistance with clerical, research, graphic and media support.
- Data entry such as email address updates, attendance logs, zip code and activity tracking

Qualifications:

- Ideal for college or graduate students studying the arts, education, or a related field and those who have experience in visitor services and hospitality
- Must be able to work a flexible schedule, including weekends and holidays
- Must have excellent public speaking and verbal communication skills
- Willingness to innovate and experiment with new modes of interpretation and visitor engagement
- Punctual and responsible



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HOUSTON CENTER FOR CONTEMPORARY CRAFT

- Must be able to lift 40lbs and stand for extended periods
- Must pass background check to work with children
- Microsoft suite proficiency preferred

How to Apply: Go to http://crafthouston.formstack.com/forms/visitors_services_associate. Please complete the online form and upload a cover letter, current resume, and references. You will be contacted if you are selected for an interview.

Houston Center for Contemporary Craft is an equal opportunity employer. HCCC does not discriminate on the basis of race, sex, color, religion, national origin, age, military and/or veteran status, disability or any other characteristic protected by applicable federal, state, and/or local laws. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.