



HAGGERTY MUSEUM OF ART

MARQUETTE UNIVERSITY

Haggerty Museum of Art Student Gallery Attendant Position Description

Haggerty Museum of Art Student Gallery Attendants help to create a welcoming and engaging environment for all visitors while overseeing the safety of works of art exhibited in the Museum's galleries.

Duties and responsibilities

- Enforce rules for visitor behavior in the Museum's galleries in a courteous manner
- Answer visitors' questions about the Haggerty Museum of Art
- Facilitate participatory gallery activities for PreK-12th grade school groups using materials developed by Museum staff members
- Support classes, public programs, and special events held in the Museum by setting up tables and chairs, assisting during events, and working with Museum staff to clean up after events
- Perform daily gallery checks and report building and exhibition issues such as video monitors not working, burned-out light bulbs, missing labels, etc.
- Run on-campus errands, including mail pick-up, and delivering intercampus information to other Marquette University units
- Other duties as assigned

Expectations

- Be reliable, punctual, and professional
- Be comfortable engaging with visitors in a friendly and confident way
- Be able to stand and remain alert at all times that visitors are in the Museum
- Regularly participate in ongoing training about Museum policies, exhibitions, and in-gallery interpretive strategies

Required Knowledge, Skills and Abilities

- Enthusiasm for learning
- Ability to work independently
- Ability to interact professionally and effectively
- Nimble, thoughtful, and empathetic to the needs of Museum audiences
- Ability to speak and read both Spanish and English preferred

To apply, please visit jobx.marquette.edu