



POSITION: Gallery Host
REPORTS TO: Associate Director for Visitor and Volunteer Services
STATUS: Seasonal/ Part-time through September 11, 2022 (includes evenings, weekends, and holidays)

Job Summary

A Gallery Host is part of the visitor services team and is responsible for providing a welcoming, safe, and secure environment for Museum guests in accordance with the Museum's visitor services program. During the exhibition *A Movement in Every Direction – Legacies of the Great Migration*, Gallery Hosts are stationed inside the galleries and support the exhibition experience for all who visit. Additionally, they will lead Adult Group tours. Extended periods of standing are required.

A list of essential job functions is below. This list is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

Essential Functions

Role #1: Visitor Engagement, Gallery Assistance, and Adult Group Tours

- Provides a knowledgeable, friendly, and welcoming experience to all guests by walking around the galleries, engaging visitors, answering questions about the exhibition and MMA and ensures visitors have a meaningful experience.
- Interacts with all Museum visitors in a courteous, and respectful manner.
- Assists in the daily opening and closing of the exhibition and making sure exhibition spaces are maintained and clean and reports problems to the appropriate staff members.
- Works with Museum staff and security guards to ensure smooth operation of the galleries and that Museum policies are enforced in accordance with MMA protocols.
- Attends mandatory training to become knowledgeable about MMA exhibitions, policies, and procedures and to learn how to conduct Adult Group tours.
- During busy times, observes capacity and assists the Visitor and Member Services Associate with managing visitor flow in the galleries.
- Leads Adult Group Tours and public tours in MMA close looking techniques.

Competency

- Friendly and customer-oriented and has a congenial, creative, open spirit

- Observant, detail-oriented, and able to apply good judgement to a variety of situations
- Comfortable speaking in front of others
- Able to stay alert and stand for extended periods of time

Supervisory Role

- None

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed both indoors and outdoors throughout the facility and grounds as well as at off-site locations.
- Stand and walk for up to two hours without a break

Expected Hours of Work

This is a non-exempt, temporary, part-time position, between ten to twenty hours a week, and requires general availability during normal Museum hours. The schedule will include weekends, holidays, and official Museum evening events and programs. This position will end at the closing of *A Movement in Every Direction: Legacies of the Great Migration* on September 11, 2022.

Hourly Pay

\$12 an hour

Travel

Travel is not required.

Required Education and Experience

- Completion of high school or GED
- Experience working with the public or in a customer service position
- Specific training will be provided

About the Mississippi Museum of Art

The Museum is an Equal Opportunity Employer and is committed to creating a diverse environment. The Museum is a private not-for-profit and is not a department or agency of the state or federal government.

The Mississippi Museum of Art is more than an art museum in Jackson, Mississippi. It is a museum *of* Mississippi – a museum that connects Mississippians to our culture, our

history, our communities, and to each other. It is a museum informed by the legacy of our past and emboldened by a vision of a future without division.

We believe it is our responsibility to the community to explore and examine every face of the Mississippi story. The Mississippi Museum of Art is committed to curating a shared space for every Mississippian – a brave space where we can all find wonder, peace, and a voice.

We pride ourselves in being a visitor and community-focused art museum and garden in downtown Jackson, Mississippi. The Museum employs a collaborative staff that works to ensure the exhibitions, programs, operations, and community outreach fulfill the mission, vision, and core values of the institution. We are committed to building a culture of inclusivity that includes continued professional development opportunities at all levels of the Museum.

Mission

The Mississippi Museum of Art connects Mississippi to the world, and the power of art to the power of community.

Vision

Committed to honesty, equity, and inclusion, the Mississippi Museum of Art is a leader in engaging art, artists, and participants in the critical work of reckoning with the past, connecting with each other in the present, and envisioning a future without division.

Institutional Core Values

- Warm Welcome + Inclusion. The Museum will model open hospitality for all people and will demonstrate inclusiveness at all levels of its operations and programs.
- Honesty + Diversity. Honoring diverse viewpoints, histories, and lived experiences, the Museum will be a place for honest conversations that respect difference in the service of increased understanding and empathy.
- Local Relevance + National Distinction. The Museum pursues deep investigations into Mississippi's cultural history and produces programs of high quality and relevance that attract new national partners seeking to explore the relationship between Mississippi and the world.
- Artworks + Artists. Museum programs will honor the primacy of artistic objects as sources of meaning and will include, when possible, meaningful opportunities for participants to have personal experiences with visual artists.
- Excellence + Equity. Museum programs, exhibitions, and collections will place artistic value as critical, while simultaneously dismantling traditional hierarchies of genre and style.
- Trust + Authority. The Museum values academic scholarship and accuracy; and, at the same time, it trusts the voices of people who have lived experiences that deepen the meaning of its exhibitions.

Employee Values

A successful member of the Museum's team will be mission-driven, welcoming, inclusive, respectful, empathetic, ambitious, will bring a level of excellence to their work, have a high respect for artists and artistic integrity, and will collaborate within their department and with other departments.

To apply for an opportunity to be a part of our dynamic team, please send your cover letter and résumé to careers@msmuseumart.org.