



Gallery Attendant

Please put "Gallery Attendant" in the subject line if you are submitting your application by email.

Position type: Part Time/ Seasonal

Basic work week: Approx. 15 hours per week, including nights and weekends.

OVERVIEW

Provides security and safety of the Museum, our Guests, and Staff. Requires prolonged periods of standing and walking inside and outside. The gallery attendant will be trained by our security team and posted throughout the campus to remain vigilant while providing exceptional customer service to our guests. All security personnel are trained to report incidents, accidents, and medical emergencies.

Primary Responsibilities:

The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Interact with the general public and museum staff. Possess strong people skills
- Assist guests in regard to general inquiries and museum rules by representing the Museum and security staff in a professional and customer service oriented manner
- Post and rove, observing artwork and guests in assigned post of responsibility. This includes the Lilly House and the Art & Nature Park
- Completes daily inventories of all galleries
- Work independently with the ability to exercise good judgement in carrying out the museums standard policies and procedures for the security and safety of our guests and the artwork.
- Position requires prolonged periods of standing and walking. Approximately 95% of time is spent standing or moving around inside galleries, outside on Grounds, and in the Gardens. Must be able to stand and remain alert for extended period of time
- Report all incidents, accidents, or medical emergencies as required. Respond to emergencies, such as medical and bomb threats; and to alarms, such as fire and intrusion by following emergency response procedures
- Implement appropriate emergency responses to fire, safety, and access procedures by following security procedures established for these emergency responses
- Write reports of daily activities and irregularities of the art or unsafe conditions within the gallery such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences

Required Skills:

- Strong written and verbal communication skills.

Education and/or Experience:

- Applicant must have a high school diploma/ GED equivalent and the ability to complete the required security training for the position.
 - Proficiency in use of computer programs such as Microsoft Office (Word/Outlook).
 - Have excellent customer service attitude and related experience.
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A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields
ATTN: Human Resources
4000 Michigan Road
Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655
No phone calls, please.

About Newfields

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

Diversity

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the

ongoing conversation.

Indianapolis

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In [2016 Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.