

The Menil Collection Employment Opportunity

Title: *Gallery Attendant*

Department: Safety and Security

Reports to: Gallery Attendant Supervisors

Status: Full-time

Schedule: Wednesday – Sunday, 10:30 a.m. – 7:00 p.m. with the opportunity for overtime

General Responsibilities:

The Menil Collection seeks Gallery Attendants to ensure the protection and safety of its art and property while delivering superior customer services to our guests.

Specific Duties:

1. Guard the Museum building(s) and works of art against theft, vandalism, or accidental damage.
2. Welcome guests and provide information as needed.
3. Provide security for special events.
4. Provide security for contractors working in the Museum building(s), special visitors, and tours.
5. Report to the gallery attendant supervisor any damage to the building or works of art, leaks, breaches of security, and/or other maintenance issues.

Qualifications and Requirements:

1. Must be able to stand for long periods, walk, and lift up to 30 lbs. (able to lift a fire extinguisher).
2. Should have excellent verbal communication skills in order to speak to guests and be understood.
3. Must be courteous and polite when dealing with the public and must be assertive, if necessary.
4. Must be presentable at all times through proper grooming and personal hygiene.
5. Must be alert and able to respond quickly in an emergency.
6. Must be observant in order to detect and report unusual behavior or circumstances.
7. Gallery Attendants are required to maintain non-commission status through the Texas Commission on Private Security
8. All successful applicants are required to have a valid state-issued ID or driver license to complete the application process

Education and Experience:

1. High school graduate.
2. Previous experience in security is helpful, but not required (Gallery Attendant will be trained).
3. Previous customer service experience desired.

How to Apply:

For immediate consideration, please email your resume and cover letter to hr@menil.org You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.