

## **The Menil Collection Employment Opportunity**

<b>Title:</b>	<i>Gallery Attendant</i>
<b>Department:</b>	Safety and Security
<b>Reports to:</b>	Gallery Attendant Supervisor
<b>Status:</b>	Full-time (40 hours/week) Part-time (16-25 hours/week)
<b>Schedule:</b>	Wednesday – Sunday, 10:30 a.m. – 7:00 p.m. with the opportunity for overtime
<b>Starting wage:</b>	\$15.00/hour with benefits

### **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 guests, 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 or small child.)
2. Excellent verbal communication skills, particularly for communicating with guests and communicating on the radio.
3. Excellent written communication skills (report writing).
4. Must be tactful, polite, and courteous when dealing with guests and the staff.
5. Must maintain a professional appearance and adhere to the Gallery Attendant's dress code. Must be presentable at all times through proper grooming and personal hygiene.
6. Ability to work overtime as required. Willingness to work weekends, special events, and holidays, as needed.
7. Must be alert and able to respond quickly in an emergency.
8. Must be observant in order to detect and report unusual behavior or circumstances.
9. Must have reliable transportation.
10. Gallery Attendants are required to maintain non-commission status through the Texas Commission on Private Security
11. All successful applicants are required to have a valid state-issued ID or driver's license to complete the application process

## **Education and Experience**

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

## **Required Attire**

We ask that our gallery attendants dress in a professional, business-like fashion. Men are not required to wear a suit; however, we require they wear a white or gray collared shirt, black dress trousers, and black dress shoes. A black or gray sweater or sweater vest over a shirt is acceptable. Shirts should be tucked in at all times, and a black belt must be worn. Business attire is required for evening events. Either a black suit or black dress trousers with a black blazer is required.

Women are required to wear a white, gray, or black collared blouse or shirt, a black skirt or black dress pants, or pantsuits are acceptable. Comfortable black dress shoes should be worn.

Jeans, denim skirts, leather pants or jackets, shorts, Capri or cropped pants, T-shirts without a collar, sneakers, boat shoes without socks, sandals, athletic gear, or other sports or casual wear are inappropriate for a Gallery Attendant when on duty.

## **How to Apply**

For immediate consideration, please email your resume and cover letter to [smmaloch@menil.org](mailto:smmaloch@menil.org)

Alternatively, interested applicants may visit the Menil Collection during its hours of operation (Wednesday – Sunday, 11:00 a.m. until 7:00 p.m.) to complete an application. The Menil Collection is located at 1533 Sul Ross St, Houston, TX 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.