

**The Menil Collection  
Employment Opportunity**

**Gallery Attendant**

The Menil Collection is seeking a full-time Gallery Attendant. Interested individuals are invited to visit the Menil Wednesday – Sunday from 11:00 a.m. until 7:00 p.m. to complete an application.

Listed below are the responsibilities, qualifications, and requirements for this position. Applicants must have reliable transportation.

**Responsibilities:**

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 work standing, and walking, and lift up to 30 lbs. (able to lift a fire extinguisher).
2. Must have good verbal communication skills in order to speak to guests and be understood.
3. Must be tactful and polite when dealing with the public and must be assertive, if necessary.
4. Must be observant in order to detect and report unusual behavior or circumstances.
5. If hired, must be able to obtain a state-issued non-commissioned security officer license.

Interested applicants are encouraged to visit the Menil Collection during its hours of operation (Wednesday – Sunday, 11:00 a.m. until 7:00 p.m.) to complete an application. Application materials may also be sent to: Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006, or emailed to: [smmaloch@menil.org](mailto:smmaloch@menil.org)

*The Menil Collection is an Equal Opportunity Employer and values and encourages a diverse workforce.*