

dallas contemporary

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dallascontemporary.org

Visitor Services and Learning Associate

Hours: Tuesday- Friday 10:45 am – 6:15 pm

*This is a part-time position.

Description:

Dallas Contemporary seeks a Visitor Services and Learning Associate to begin in May 2019. The Visitor Services and Learning Associate works as the representative of Dallas Contemporary to the general public. The position is responsible for greeting and directing visitors, facilitating educational experiences, and sharing information. The Visitor Services and Learning Associate will be supervised by the Director of Learning and will assist with general administrative projects assigned by DC staff related to database management, membership and development, exhibitions, education, and events.

The candidate will hold a Bachelor's Degree in an art related field. The self-motivated position requires excellent communication skills, resourcefulness, and the ability to multitask in a small nonprofit environment. Proficiency in Microsoft Office and Mac Platform is required. Preferred qualifications: knowledge of contemporary art, interest in and experience with gallery teaching and museum pedagogy, experience working in a museum setting, some art handling experience, and a true fluency in Spanish.

Visitor Services Duties:

- Open museum and ensure that all exhibitions are ready for public to view
- Greet visitors and share information about Dallas Contemporary's current exhibitions, membership, upcoming programming, and events
- Assist staff during openings, fundraisers, and learning events
- Perform general administrative duties such as answering phones, assisting with mailings, assembling packets
- Assist in ensuring exhibition security and visitor safety

Learning Duties

- Lead inquiry-based guided tours for visitors of all ages for DC's School Tour, Stroller Tour, and Public Tour programs
- Interact with guests by offering exhibition information and activities that include clearly articulated educational content
- Assist the Learning Department by researching exhibitions, writing teaching plans, and developing other educational assets

About Dallas Contemporary:

Dallas Contemporary is a non-collecting art museum presenting new and challenging exhibitions from regional, national and international artists. The institution is committed to engaging the public through exhibitions, lectures, educational programs and events.

Position open until filled. Send your cover letter and resume to: jobs@dallascontemporary.org