

Title of Position *	Museum Attendant
Institution *	Umlauf Sculpture Garden & Museum
Position Location: City & State *	Austin, TX
Position Closing Date	Thursday, May 5, 2016

About the Institution	The UMLAUF Sculpture Garden & Museum is a non-profit organization founded around the work of 20th century American sculptor Charles Umlauf. Located near Zilker Park in Austin, our work is dedicated to providing educational experiences that encourage the understanding and appreciation of sculpture in a natural setting.
Institution Website Address	http://umlaufsculpture.org

Summary of Responsibilities

The UMLAUF Sculpture Garden & Museum seeks a dynamic individual to oversee the museum and garden on weekends. This is a part-time position. The ideal candidate will greet visitors and assist in answering questions about the museum and the collection. The Weekend attendant is responsible for ensuring smooth operations of the organization during regular weekend hours. The attendant will also occasionally assist museum staff and volunteers during special events. This is an ideal entry-level position for an individual who wishes to immerse his/herself in art and nature.

- Responsibilities
- Open museum to the public and close securely at end of shift
 - Restock gift shop supplies, brochures, handouts, and other materials as needed
 - Assist with staffing of front desk; welcome visitors, take admissions, etc.
 - Reconcile register at the end of shift
 - Supervise Visitor Services Volunteer
 - Walk the grounds, picking up any debris, discarded trash, etc.
 - Assist with educational programming

Required Qualifications	<p>Qualifications/Skills</p> <ul style="list-style-type: none"> • Effective and efficient communicator with a broad range of individuals • Confident working independently as well as in a group • Flexibility to adjust to dynamic work environment • Comfortable with current technology including word processing, e-mail, data entry and mobile devices (specifically the iPad) • Professional attire required • Must be willing to submit to a criminal background check
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Compensation	\$12 per hour
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Apply at this Website:

Apply with this email:

Special Instructions to Apply: If you are interested in applying, please send a brief letter of interest to diane.silvestres@umlaufsculpture.org. No phone calls please.

