

JOHNSON MUSEUM OF ART
JOB DESCRIPTION FOR DEPARTMENT INTERNS

VISITOR SERVICES

Visitor Services interns will assist staff during and in preparation for Museum events. They will serve as Museum ambassadors - engaging guests, assisting them in finding further information, and aware of their surroundings including potential hazards for works of art.

DUTIES WILL INCLUDE:

1. Engage public visitors and provide general information about the Museum and its exhibitions and collection.
2. Learn where to turn for further information on permanent gallery displays and temporary exhibitions
3. Assist with events as assigned
4. Operate the Museum's front desk and provide customer service to all Museum visitors.
5. Work with security personnel to maintain an orderly and safe flow of visitors through the public galleries.

QUALIFICATIONS:

1. Must enjoy working with the public.
2. Ability to work with individuals from a wide variety of ethnic, cultural, and economic backgrounds.
3. Attention to details and sensitivity to the care required by fragile works of art.
4. Ability to multitask and be aware of ones own surroundings.
5. Demonstrated interest in art, architecture, art history, museums, or public service helpful.
6. Working knowledge of AV technology helpful.