

CITY OF MESA JOB DESCRIPTION

GALLERY ASSISTANT VOLUNTEER

JOB DESCRIPTION

Classification Responsibilities: A Gallery Assistant Volunteer supports guest experience and gallery operations by engaging with Museum visitors, maintaining clean and organized exhibit areas, and providing helpful information. Volunteers model playful learning, help ensure guest safety, and serve as friendly ambassadors for the Museum.

Distinguishing Features: This volunteer position is ideal for those who enjoy customer service and want to support a vibrant, welcoming environment. The Gallery Assistant Volunteer reports to the guest experience team and may work alongside other staff and volunteers to ensure a positive guest experience.

QUALIFICATIONS

Minimum Qualifications Required. Must be at least 15 years old. Outgoing individuals with a passion for working with families and children are encouraged to apply. Prior customer service or museum experience is helpful but not required.

Special Requirements. A background check may be required depending on the applicant's age.

ESSENTIAL FUNCTIONS

Communication: Effectively communicates with Museum guests and staff. Must be approachable and helpful when answering questions or assisting visitors.

Manual/Physical: Ability to keep exhibit areas neat, restock supplies, and maintain a presence on the gallery floor for extended periods.

Mental: Must be observant, proactive, and comfortable engaging guests of all ages.

Ability to:

- greet and interact with visitors;
- provide information and directions;
- keep gallery areas organized and clean;
- model exhibit use and encourage exploration; and
- promote a safe and inclusive environment.

AD

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