



Position Title: Gallery Attendant
Department: Operations
Location: Santa Fe, NM
Pay Range: \$16.00/hr.
Hours: Full-Time

Position Summary:

Gallery Attendants are vital members of our operations team, providing courteous service to our guests while ensuring the safety of our artwork. Gallery Attendants provide general information about the collections and exhibits and share information that provides the best possible experience for visitors while promoting the mission of the Museum and maintaining an excellent standard of service.

This customer-facing role requires a professional, flexible, and positive demeanor.

Successful candidates will have excellent customer service experience, high attention to detail, great communication skills, sound judgment and decision-making skills in all situations.

Must be available to work weekends and Holidays as needed.

Responsibilities include but not limited to:

- Actively greets guests in a professional and cordial manner, orienting visitors to the Museum.
- Ensures a welcoming environment for guests and team members.
- Provides general knowledge of the museum, artwork and exhibitions.
- Follow all museum procedures as required.

Core Competencies:

- Teamwork / Collaboration
- Decision Making / Initiative / Emotional Intelligence
- Oral and Written Communication Skills / Basic Information Technology Skills / Administrative Inclination
- Responsibility / Trustworthiness / Professionalism / Work Ethic
- Customer Service Orientation
- Results Orientation / Attention to Detail
- Problem-Solving Skills / Conflict Resolution
- Adaptability
- Ability to work effectively for 9 or more hours at a time with minimal or no direct supervision

Special Projects and Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position.

Background and Qualifications

- Highschool diploma and some college in general studies preferred.
- 3 years working in an environment requiring good customer service skills is required.
- CPR/AED/First Aid Certificate is required but may be temporarily suspended if training programs are not available.
- Must have good computer skills and ability to work with all computer software regularly used by the Georgia O'Keeffe Museum.

Physical Demands

This position requires the ability to stand and walk for extended periods throughout the workday while actively engaging with museum visitors. Gallery Attendants must be comfortable speaking frequently with guests, providing information, answering questions, and offering excellent customer service in a professional and courteous manner. The role requires sustained attentiveness, the ability to observe gallery spaces for long periods, and the capacity to respond appropriately to visitor needs and emergencies. Candidates should be able to move throughout the museum, occasionally lift or carry items up to 40 pounds, and maintain a welcoming, positive demeanor in a fast-paced public environment.

Benefits

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.