



CLARK ATLANTA UNIVERSITY

Job Description

Position Title:	Gallery Assistant Internship
Department:	Clark Atlanta University Art Museum
Reports To:	Operations Manager

The following statements are intended to describe the general nature and level of work to be performed and are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All duties listed are essential functions for the position. It is understood that other related duties may be assigned.

General Function (Description):

This Gallery Assistant internship aims to expand access to Clark Atlanta University Art Museum by extending museum hours through May and June. The Gallery Assistant intern is expected to provide outstanding customer service to museum visitors, ensuring adherence to museum policies while fostering a positive visitor experience, and managing independent projects. The ideal candidates enjoy daily interactions with the public, able to support tours, and open to growing their knowledge about museums.

The Gallery Assistant internship opportunity is supported by the [Art Bridges Access for All Initiative](#).

Examples of Duties and Responsibilities:

- Assist in the security by monitoring the collection, visitors, and galleries.
- Provide clear guidance, direction, and information to ensure that all visitors have a positive experience and adhere to museum policies.
- Perform interior patrols of museum galleries during museum hours and maintain order in assigned areas, including monitoring access and addressing inappropriate behavior in a confident, calm, and courteous manner.
- Provide excellent customer service and maintain a courteous and friendly manner.
- Report any damaged objects, or unusual conditions to supervisors.
- Follow security procedures to assist in the opening and closing of the museum.
- Provide knowledge of museum exhibitions, and events to visitors.
- Assisting with tours and occasionally large crowds.
- Assisting the operations manager with tour scheduling.
- Assisting with social media campaigns

Knowledge, Skills, and Abilities:

- Interacting and conversing with the public.
- Excellent verbal, written communication, and interpersonal skills.
- Ability to work effectively within a team and promotes collaborative climate.
- Ability to deal calmly with a wide variety of people in varying circumstances.
- Ability to multitask and prioritize duties within the galleries.
- Demonstrated professional demeanor and personal initiative.
- Evening, weekend, and holiday availability required with prior notification.

Minimum Hiring Standards:

Education	N/A
Years of Experience	N/A

No previous experience required. This is an opportunity for those who are looking for experience in the arts or in a museum setting!

Clark Atlanta University is an Equal Opportunity/Affirmative Action Employer