

# CITY OF TEMPE

## Temporary Employment Opportunity



Community Services • Cultural Services • 700 W Rio Salado Parkway • (480)350-2829 • TDD (480) 350-8400

### Gallery Greeter

City of Tempe / Tempe Center for the Arts

- Opening Date:** Oct. 1
- Closing Date:** Oct. 19
- Hourly Wage:** \$12.50 per hour
- Work Schedule:** Varies, not to exceed 19 hours per week; evenings and weekends may be required.

**This is a Temporary Non-Benefitted position.**

**Experience & Training:** Previous background in museum work and/or visual arts experience preferred. This position requires a special focus on customer service and community engagement with diverse and multi-generational audiences. Applicants should have strong public speaking skills and a friendly and outgoing attitude. Experience working with all age levels also helpful.

**Licenses/Certifications:** Valid Arizona Driver's License

**Essential Job Functions:** Primary tasks take place at the Gallery at Tempe Center for the Arts. Additional tasks may include events at extension spaces including the Tempe Public Library and Tempe Post Office on Mill Ave.

Gallery Greeters help to provide patrons with a friendly and welcoming environment for engaging arts experiences such as exhibitions, workshops and lectures. Greeters are primarily stationed inside the Gallery during regular business hours and special events. Duties include greeting visitors, taking attendance, giving tours, assisting docent volunteers, helping with hands-on activities, conducting surveys, assisting staff at events, securing artwork, cleaning and picking up displays, securing the facility and monitoring the safety of our visitors.

**Applicant Requirement:**

Requires successful completion of selection process, completion of background investigation and verification of identity/work authorization.

**NO emailed or faxed applications will be accepted.**

**SUBMIT APPLICATION TO:**  
Gallery at Tempe Center for the Arts  
700 W. Rio Salado Parkway  
Tempe, Arizona 85281

For questions, please contact:  
Michelle Dock, Gallery Coordinator  
480-350-2867 or michelle\_dock@tempe.gov

An equal opportunity/reasonable accommodation employer.