



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include masterpieces from Monet, Corot, Morisot, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a glass gallery featuring works by Tiffany, Steuben, and Chihuly; and one of the largest and most respected photography collections in the Southeastern United States.

*In a growing city with multiple museums and a thriving cultural life, the MFA provides the broad context into which all the other local arts organizations fit. The MFA presents a wide variety of art experiences across the spectrum of time and culture – from blockbuster juggernauts such as *Star Wars: The Power of Costume* to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum's growing collection. With 17,000 square feet in collections galleries and 7700 square feet for temporary exhibitions (including a more intimately scaled *Works on Paper* gallery) the MFA brings art to life as no other museum in the Tampa Bay area can. In addition to its robust exhibition program, the MFA engages its community through exciting public programs and events, and serves our students through youth programs and a partnership with the Pinellas County School System. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.*

MUSEUM ASSOCIATE-PART TIME

OVERVIEW

The Museum Associate will provide courteous and excellent service to Museum members and visitors. This individual will be responsible for greeting visitors to the museum, selling tickets and memberships as well as providing information on programs, events and exhibitions.

ESSENTIAL DUTIES AND TASKS

- Facilitate daily ticket sales for admission to rotating exhibitions as well as membership sales
- Create meaningful connections and fulfilling experiences for all Museum visitors
- Greet and help Museum visitors with utmost courtesy and respect, explain admissions policy to visitors.
- Keep attendance records by using the Museum's database management system (Altru)
- Collects admission fees, verify membership status, and answers questions regarding the Museum's collections, exhibitions, and events.
- Responsible for on-going promotion and sales of Museum membership, support groups, and programs.
- Fulfills end of shift closing procedures and prepares appropriate documents.
- Able to work weekends, evenings, and maintain flexible hours.

PHYSICAL REQUIREMENTS

- Able to stand for extended periods of time (up to 6 hours) on a daily basis.
- Able to constantly operate a computer for customer purchases.
- Able to frequently communicate with guests and co-workers about museum events and exhibits. Must be able to exchange accurate information in these situations.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.

EDUCATION AND EXPERIENCE

- 2 years
- High School education

ADDITIONAL EXPERIENCE

- At least 2 years' experience preferably in a museum.
- Experience using a cash register.
- Learn and use the Museum's database management software (ALTRU)

- Have a basic knowledge of customer service and possess excellent verbal and written communication skills
- Excellent computer proficiency (MS Office – Word, Excel and Outlook).
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service.
- Able to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Develop a working knowledge of the art in the collection galleries as well as the MFA's events and programs.

To Apply:

Please submit your resume and a cover letter with salary requirements via email to: hr@mfastpete.org, or mail to the following address:

**Human Resources
Museum of Fine Arts
255 Beach Drive N.E.
St. Petersburg, FL 33701-3498**