



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 130,000 annual residents and visitors to the Tampa Bay area since its founding in 1965. The MFA is proud to present the largest comprehensive art collection in the state of Florida spanning 5,000 years of civilization in about 20,000 objects from antiquity to today. Highlights include newly renovated and reinstalled permanent collection galleries presenting masterpieces from Monet, Corot, Morisot, O’Keeffe, De Kooning, Rauschenberg, Whistler, Wiley and others; Galleries are dedicated to ancient art, African Art, Asian and Southeast Art, and art of the ancient Americas; a sculpture garden; 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 blockbusters to provocative contemporary exhibitions by emerging artists and scholarly shows that illuminate the depth and beauty of the museum’s growing collection. With 12,000 square feet in collections galleries and 7,700 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 the community through exciting public programs and events, and serves students through a variety of youth programs and multi-year partnership with the Pinellas County School District. About 6,000 public school students attend the MFA each year as part of their 6th grade social studies curriculum.

Gallery Guardian

OVERVIEW

A Gallery Guardian will provide a safe and welcoming environment for museum visitors in the galleries, protect the fine art, property, exhibitions, and collections, and serve as way finders throughout the museum.

ESSENTIAL DUTIES AND TASKS

- Provides excellent customer service and assists visitors and patrons of the Museum by offering direction to various parts of the building or grounds, and by answering general questions about the museum, exhibitions, and area.
- Greets and helps Museum guests with utmost courtesy and respect, explains museum policy to visitors clearly and politely.
- Secures galleries by monitoring conduct of visitors and adherence to Museum rules at assigned posts
- Monitors and controls the flow of visitors into Museum spaces at entry and exit points. Reports any issues with visitor flow to Supervisors.
- Performs any opening and closing procedures daily
- Inspects premises for irregularities such as signs of intrusion, interruption of utility service, etc.
- Continually patrols the museum, protecting the building and its contents from potential losses, theft, or vandalism.
- Monitors galleries for unauthorized items such as food and drink, umbrellas, backpacks, etc. touching artwork, unauthorized photography, and violating any other museum rules.
- Assists with bag / coat check

EDUCATION AND QUALIFICATIONS

- Must possess excellent customer service skills
- Must be responsible, flexible, punctual, and able to maintain a positive attitude.
- High school diploma or equivalent
- Satisfactory completion of background check required

PHYSICAL REQUIREMENTS

- Able to stand for extended periods of time (up to 6 hours) daily.
- Able to constantly operate a computer for customer purchases.
- Able to frequently communicate clearly and accurately with guests and co-workers about museum events and exhibits.
- Able to 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.

This job description indicates in general terms, the type and level of work performed, as well as the typical responsibilities of this position. Management reserves the rights to modify, change, add or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Nothing in this position description changes the at-will employment relationship between Museum of Fine Arts and its employees.

To Apply:

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

**Attn: Billy Summer
Museum of Fine Arts
255 Beach Drive N.E.
St. Petersburg, FL 33701-3498**