

Visitors Services Associate

\$13-15/hr, Part-time during open hours of 10-6pm

Employment opportunity at Kimball Art Center

Kimball Art Center is a nonprofit art center located in Park City, Utah. Our goal is to inspire and connect people to art through exhibitions, education, and creative programs.

The Kimball Art Center is committed to providing arts education, engagement, and experiences to the Park City region. We believe that art brings meaning, joy, direction, and inspiration to the people we serve each year. Art changes lives and brings people together, sustaining our vibrant community and catalyzing positive change in the world around us.

Visitor Services Associate

General responsibilities: Ensuring positive guest experiences by delivering accurate and helpful information, engaging with visitors as they arrive and make their way through the artspace, staying alert and open for the safety of our artworks and visitors, and conducting transactions.

Knowledge of art history, good communication skills including Spanish language proficiency is highly desired.

Specific Responsibilities:

Program Ambassador

- Greet KAC visitors and provide information about current exhibitions, programs, the building, local attractions, and our mission as an art institution
- Receive incoming phone calls and provide general information or direct calls to appropriate department/staff
- Maintain security and safety in all of KAC's public spaces
- Engage visitors by actively providing tours of exhibitions
- Report exhibition or facility maintenance issues

Admissions

- Review and follow correct procedures for the daily opening and closing of the exhibitions
- Maintain visitor attendance information including zip codes, daily admission total, special events attendance, and demographic data utilizing KAC's visitor survey and other methods
- Maintain cleanliness and order at the admissions desk and in the exhibition spaces
- Keep KAC and local attraction printed materials well-stocked, current, and tidy
- Learn café services including taking and filling orders for drinks and snacks
- Maintain and clear café tables and other public areas
- Maintain a clean and orderly service kitchen
- Monitor the entry for security purposes

- Perform other duties as required

Communications

- Serve as primary point-person for all KAC visitors
- Correspond with and inform other departments/staff about activities, needs, and issues in KAC's public spaces
- Operate phones to contact other staff with visitor inquiries
- Review museum policies with guests upon their entry into the building
- Conduct various small projects as needed, i.e. printing needs, events, and education prep, etc.

Job Requirements:

- Knowledge of artistic practice and art history
- Seeking advancement in an art-related field
- Excellent written and verbal communication skills
- Ability to interact with the public in a welcoming, informative, and diplomatic manner
- Basic computer skills (Microsoft suite, Google Docs, etc.)
- Ability to work with point-of-sale software
- Ability to move around gallery spaces and stay alert
- Willingness to take initiative during downtime to tend to facilities and artworks
- Ability to work a flexible schedule, including weekends and evening events
- Proficiency in Spanish is a plus

Interested candidates should send their resume and references to Nancy Stoaks, Curator, at nancy.stoaks@kimballartcenter.org. Cover letter optional.