



1903 Hillsborough Street

The Gregg Museum is looking for NC State students to serve as Museum Ambassadors (paid part-time positions). Students will help serve as one of the faces of the new Gregg Museum at the museum front visitor desk.

### **Museum Ambassador**

The Museum Ambassador Position acts as a liaison to all visitors of the Gregg Museum of Art & Design. This position assists in and is responsible for ensuring the safety of the art, the facility, and visitors on the premises by helping visitors with questions about exhibitions, navigation through the museum, and providing a friendly atmosphere.

In conjunction with the Visitor Services & Security Coordinator, the Museum Ambassador will be responsible for the opening, monitoring and closing of the museum. Additional duties include conducting opening and closing inspections of the galleries, reporting problems to the curatorial staff, monitoring visitor movements within the galleries, and monitoring audio-visual equipment when in use. Additional normal museum and event related tasks (such as stuffing envelopes, data entry, light cleaning, exhibition prep, event set-up and breakdown, etc.) will be assigned on an as needed basis.

Shifts will be assigned to time slots during public hours and special events throughout the semester.

Current Gregg Museum Public Hours are:

- Tuesday - Saturday 10AM - 5PM
- After hours for special events and programs

**Qualifications:** Museum Ambassadors must be friendly, polite, and adaptable, and enjoy working in a fast-paced creative environment, both independently and as part of a cohesive team. They must be highly organized, self-motivated, detail-oriented, punctual, good on-the-spot problem solvers and have good interpersonal skills. As representatives of the Gregg Museum, Ambassadors must demonstrate initiative and professionalism, and maintain a clean and neat workspace and personal appearance at all times. Because of their security responsibilities, they must be observant, trustworthy, and dependable. An appreciation for the arts is encouraged.

**How to Apply:** Please download and complete the application and return to the Visitor Services & Security Coordinator, Riley Holt @[rholt3@ncsu.edu](mailto:rholt3@ncsu.edu). Typically we hire for these positions before the beginning of each semester or as jobs become available. We will contact applicants directly based on current needs.

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gregg.arts.ncsu.edu