



- Job Title:** Museum Admissions Attendant
- Reports To:** Betty Florez (Site Supervisor)
(480) 644-6567
Betty.Florez@MesaArtsCenter.com
- Purpose:** Museum Admissions Attendants are primarily responsible for ensuring a welcoming and positive experience for all visitors to Mesa Contemporary Arts (MCA). Mesa Contemporary Arts relies on the community in order to support its five-gallery visual arts complex, education programs, and special events.
- Program Benefits:**
- Networking opportunities with artists, art professionals, and community leaders.
 - Continuing education in contemporary art.
 - Lectures and workshops about current art exhibitions.
- Time Commitment:** Museum Admissions Attendants are expected to work a minimum of one shift per week, 3-4 hours per shift, for a total of 12-16 hours per month. Bi-weekly time commitments (6-8 hours per month) may be possible.
- MCA Hours:**
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| Tuesday-Wednesday | 10:00 a.m.-5:00 p.m. |
| Thursday | 10:00 a.m.-8:00 p.m. |
| Friday-Saturday | 10:00 a.m.-5:00 p.m. |
| <i>Open until 9pm every 2nd Friday</i> | |
| Sunday | 12:00 p.m.-5:00 p.m. |
- Qualifications:** This candidate should enjoy working with the public and must have strong customer service skills. Candidates must be 16 years of age or older and be flexible. Basic computer and internet skills are helpful, but not required.
- Duties:**
- Man the Admissions Desk at Mesa Contemporary Arts.
 - Handle Point of Sale transactions for museum admissions.
 - Greet MCA visitors upon arrival and via phone, answering general questions.
 - Provide general directions and exhibit information.
 - Answer questions and provide friendly customer service to all patrons in-person and via phone.
 - Keep visitors well-informed of Mesa Contemporary Arts and Mesa Arts Center activities and events, both through brochures and verbal conversations; and keep the museum brochure racks tidily stocked with current information.
 - Knowledge of basic museum pricing structures.
 - Collaborate with Store staff and volunteers as needed.
 - Provide auxiliary museum security.
 - Assist with administrative projects from various departments as needed.
- Training Requirements:** All volunteers must attend a Volunteer Meeting and a MCA Volunteer Orientation. Additional training will be provided on the job. This position requires clearance through a background check prior to placement.