

# **LESLIE – LOHMAN MUSEUM OF ART**

*The Leslie-Lohman Museum of Art provides a platform for artistic exploration through multifaceted queer perspectives. We embrace the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences.*

## **VISITOR EXPERIENCE ASSOCIATE**

Employment status: At-will

Reports to: Visitor Experience Manager

Employment status: Part-Time, non-benefited position

Salary: \$21.20/hour paid every two weeks

## **ABOUT LLMA**

The Leslie-Lohman Museum of Art (LLMA) is the only art museum in the world dedicated to the artistic exploration of multi-faceted queer perspectives. With a collection that includes over 25,000 objects, the Museum embraces the power of the arts to inspire, explore, and foster understanding of the rich diversity of LGBTQIA+ experiences. We are a critical space for imagination, connection, and celebration built by—and for—our communities.

Just weeks before the 1969 Stonewall uprisings, our founders Charles Leslie and Fritz Lohman held a first-of-its-kind exhibition of gay artists in their SoHo loft. The Museum grew from this early commitment to queer art and artists. Through over fifty years of exhibitions, programming, and collecting, we have forefronted the interrelationship of art and social justice for LGBTQIA+ communities in New York City and beyond. Today, the Leslie-Lohman Museum of Art embraces and challenges a rapidly evolving society, putting into action a better world for LGBTQIA+ people—with artists leading the way.

LLMA offers several major exhibitions a year, film screenings, performances, artist and curator talks, and panel discussions. The Museum has a collection of over 25,000 objects spanning three centuries, and an artist archive that contains information on over 2,000 LGBTQIA+ artists—both those represented in the collection and others of interest to LGBTQIA+ audiences. The Museum is a 501(c)3 non-profit organization with official accreditation by the American Alliance of Museums.

## **JOB SUMMARY**

The Leslie-Lohman Museum of Art Visitor Experience Associate is responsible for assisting in the implementation and maintenance of the Museum's Visitor Experience program in addition to other administrative tasks as assigned. The Visitor Experience Associate will assist in the overseeing of the daily maintenance of the front desk as well as ensuring the positive overall experience of Museum visitors.

Leslie-Lohman believes that offering a warm, engaging welcome to the public is the first step in creating a positive and inviting atmosphere that will inspire return visits and build community. The Visitor Experience Associate ensures that the Leslie-Lohman Museum of Art provides this thoughtful and considerate welcoming presence while also prioritizing the safety of the Museum.

The Visitor Experience Associate is expected to:

- Thoroughly know the Museum, its staff, its collections, exhibitions, history, culture, operations and constituents
- Be comfortable as the public facing persona of the Museum to the general public and greet all visitors in a friendly, thoughtful, and engaging manner
- Be organized, punctual, and reliable
- Properly implement Museum procedures and policies
- Process financial transactions such as donations and the sale of books and memberships
- Work weekends and some evenings
- Work closely with the Visitor Experience Manager and the Director of Engagement and Operations to execute tasks as assigned
- Perform other duties, as assigned

**RESPONSIBILITIES INCLUDE:**

- Greet visitors at Leslie-Lohman Museum;
- Provide information about the Museum's history and programming to visitors and general public;
- Check any bag larger than 11"x13" and offer to hang coats;
- Direct visitors to public spaces within the facility as needed;
- Monitor security of the gallery areas via security cameras and routinely walk throughout the facility when appropriate;
- Be prepared to implement emergency procedures;
- Stock and maintain bathrooms with necessary supplies;
- Stock and maintain book inventory;
- Ensure a clean desk and public area throughout the day;
- Assist in the digitally recording and archiving of temperature and humidity readings on devices throughout the facility
- Assist in the assembling of information regarding visitor information such as demographics and experience as needed
- Oversee the sale of memberships, books, and other objects at the Museum, including ordering and tracking sales as assigned through the Museum's POS system
- Perform opening and closing shift procedures as directed including but not limited to turning on and starting technical aspects of exhibitions, counting cash drawer, making cash deposit of daily sales
- Supporting the packing and tracking of shipments as assigned
- Support the museum's public programs through in person and online event support, including some evenings and weekends

**THE IDEAL CANDIDATE WILL POSSESS:**

- Good organizational and multitasking skills;
- Interest in artwork which speaks to the LGBTQIA+ experience;
- Pleasant and welcoming demeanor and great customer service skills;

- Proven ability to work as part of a team;
- Flexibility;
- Knowledge of Microsoft Office;
- Knowledge of/experience with POS systems;
- Knowledge of design and project management software a plus;.
- Experience working in museums and or Visitor Experience a plus

Please send PDFs of your resume and a cover letter addressing both your interest in LLMA and your qualifications for this position to [jobs@leslielohman.org](mailto:jobs@leslielohman.org). Indicate your availability.

Please note, to start, this is a two day per week position. Applicants must be available weekends, if needed, from 11:00 AM - 6:30 PM and some weekday afternoons and/or evenings as agreed upon in advance.