



**Visitor Ambassador (Part-Time)
Blue Star Contemporary, San Antonio, TX**

Application Deadline: June 30, 2017
Start date: Week of July 17, 2017

Blue Star Contemporary (BSC), San Antonio's first and longest-running venue for contemporary art, seeks a part-time Visitor Ambassador to welcome the visiting public and encourage support of BSC's many exhibitions, education programs, and community initiatives. The Visitor Ambassador is one of the public faces of BSC and ensures a welcoming environment for approximately 300,000 annual program participants and artists.

The successful candidate will exude confidence when communicating about contemporary art, manage multiple tasks at a time, and enjoy engaging directly with BSC's visitors and members. They are passionate, proactive, organized, and a good communicator. The Visitor Ambassador reports to the Education Manager, and works collaboratively with the entire BSC staff.

Principle Duties and Responsibilities:

- Staff admissions desk; greet visitors; process admissions, art sales, and memberships
- Orient visitors to the current and upcoming exhibitions, public programs special events, educational programs, museum mission, etc.
- Enforce security concerns and protocol (no touching, photography policy, etc.).
- Answer and direct phone calls and respond to general questions about BSC, its exhibitions, and public offerings.
- Assist visitors with general local information (e.g., directions, cabs, neighborhood activities, places to eat).
- Provide general administrative assistance, as assigned.
- Encourage visitors to interact with Art Education Learning Lab & Bibliotech partnership.
- Assist in management of Gallery Monitors and Volunteers.

Specific Qualifications:

- Must have the ability to provide excellent service to a diverse customer base, making everyone feel welcome, while being both friendly and assertive.
- Possess excellent communication skills, verbal and written. Proficiency in Spanish, highly preferred.
- Ability to represent BSC with a high level of integrity and professionalism, adhere to BSC policies and support management decisions in a positive, professional manner.
- Demonstrated organizational and task management skills.
- Ability to sit and/or stand for long periods of time—up to 4 hours at a time.
- Attention to detail and the ability to stay alert for long periods of time in a quiet environment.
- Dependability, flexibility, and adaptability in a dynamic event-driven environment .
- Knowledgeable in standard computer and Mac OS applications and programs, i.e. MS Word, MS Excel, email, and Adobe Creative Suite.
- Bachelor's degree preferred or equivalent work experience; major in art or art history highly preferred.
- Must be able to lift up to 30lbs.
- Experience in cash handling and check & credit card processing.

Application Guidelines:

Applicant will submit an application of cover letter, a CV/resume, and references to mari@bluestarart.org. The successful applicant will be subject to a background check. **Application deadline is June 30, 2017.**

Additional Information:

Guided by its mission to inspire the creative genius in all of us by nurturing artists, Blue Star Contemporary is a dynamic, innovative destination for contemporary ideas. BSC is an equal opportunity employer. This is an hourly position requiring availability for weekend, evening, and holiday shifts while exhibitions are on view and open to the public at 20 hours a week at the rate of \$13/hr. Decreased and fluctuating hours during exhibition turnover.

The Visitor Ambassador position is non-exempt from the Fair Labor Standards Act and will receive overtime pay for all hours worked in excess of 40 in a 7-day workweek.

Position start date is the week of July 17, 2017. Please email in PDF format of aforementioned application materials to mari@bluestarart.org