



**Job Announcement  
Gallery Guide**

Hourly rate: \$11.15 + \$1.67 "Living Wage", no benefits  
On call (weekdays, evenings, weekends and holidays)

The Oakland Museum of California Foundation is currently seeking several Gallery Guides to enhance the museum experience for all visitors. Gallery Guides are stationed in the museum galleries and actively provide museum information to visitors.

**ESSENTIAL FUNCTIONS** Duties include, but are not limited to, the following:

- Works with a team of staff to raise the level of engagement in the galleries and heighten the visitor's experience at the museum.
- Assesses the general condition of the galleries, including various exhibition-related technologies, and works with supervisor to ensure standards are maintained.
- Ensures that activities and educational opportunities of patrons are consistent with maintenance of environment in which safety of collections and visitors is paramount.
- Acts as a roving source of information for the public in the galleries.

**MINIMUM QUALIFICATIONS**

**Education and Training:** High school diploma required.

**Work Experience:** Experience in customer service, hospitality, guest relations, or related field. Experience working in a cultural institution or attraction preferred.

**Skills and Abilities:**

- Excellent customer service skills
- Previous work experience with the public preferred
- Strong interpersonal skills and communication skills, both oral and written
- Spanish or Chinese fluency would be helpful.
- Experience with media and technology-based applications and strategies a plus.
- Ability to trouble-shoot or identify issues with in-gallery technology
- Interest in California, Art, History, Natural Sciences, or museum-related subjects.
- Maintain friendly, professional appearance, and enthusiastic demeanor.
- Ability to move easily within gallery and museum and ability to lift items up to 30 lbs.
- Strong organizational skills and the ability to prioritize tasks;
- Proficiency with Macintosh or PC computer platforms, MS Office, internet and e-mail
- Attends and participates with ongoing museum and exhibition trainings
- Must be able to work during museum public hours, including evenings, holidays and weekends.

**TO APPLY:** Download employment application [http://museumca.org/files/uploads/Employ\\_App.pdf](http://museumca.org/files/uploads/Employ_App.pdf)  
mail or email the completed application, resume and cover letter with three reference contacts to:

Emily Quist [equist@museumca.org](mailto:equist@museumca.org)  
Oakland Museum of California  
1000 Oak Street, Oakland, CA 94607  
[www.museumca.org](http://www.museumca.org)

**Please no phone calls.**

***Missing or incomplete employment application will not be considered.***

**NOTE:** We are only able to contact those candidates whose skills and background best fit the needs of this open position for interviews.

### **MISSION STATEMENT**

The Oakland Museum of California's mission is to connect communities to the cultural and environmental heritage of California. Through collections, exhibitions, education programs and public dialogue, we inspire people of all ages and backgrounds to think creatively and critically about the natural, artistic and social forces that characterize our state and influence its relationship to the world.

Oakland Museum of California is a multicultural organization, committed to diversity and practicing equal opportunity employment in recruitment and hiring.