**TODAY’S ART MATTERS.**
The Ulrich Museum of Art at Wichita State University connects viewers with artists and artworks that reflect our world today. Visitors can explore and enjoy 20th and 21st-century art that often newly considers established traditions and develops fresh creative paradigms.

The WSU campus is home to the Ulrich Museum’s renowned 76-piece Martin H. Bush Outdoor Sculpture Collection, rated one of the top collections of its kind by Public Art Review. The museum holds a permanent collection of more than 6,300 objects.

**JOB DESCRIPTION**
The role of the gallery attendant and event staff is to provide excellent visitor service, to help visitors feel welcome and appreciated, while ensuring the museum policies are followed. The individual in this role will be responsible for a wide variety of tasks, but all are ultimately to ensure the safety and security of museum artwork and visitors and the smooth execution of programs and events.

**Gallery Hours**
- Tue – Fri 11 AM to 5PM
- Sat – Sun 1 PM to 5 PM
- Galleries are closed on Mondays

**JOB RESPONSIBILITIES**
- Monitor visitors in the Ulrich galleries to ensure the safety of the artwork and our visitors
- Ensure that museum rules are followed, including communicating museum rules to visitors
- Assist visitors with questions, including information about the physical layout of the museum, current and future exhibitions, gallery hours and special events
- Complete daily opening and closing procedures for the Ulrich galleries
- Assist in tracking museum attendance
- Assist with set up and tear down for programs and special events (moving tables and chairs, setting up podiums and signage, etc.)
- Completing any additional necessary tasks to assist the Membership and Special Events Manager and the Museum Educator to ensure that events run smoothly

**REQUIREMENTS**
- Must be a current student at Wichita State University, enrolled in at least 3 credit hours
- Must demonstrate excellent customer service and conflict resolution skills
- Must represent the museum with a high level of integrity and professionalism and adhere to museum policies at all times
- Must be available to work some evenings and weekends
- Most possess excellent written and oral communication skills

**SCHEDULE**
Generally we schedule our student workers anywhere from 5 to 20 hours per week. We prefer that our gallery attendants work full shifts (11AM – 5PM Tuesday through Friday and 1PM – 5 PM Saturday and Sunday). However, our event staff scheduling is very flexible. Event staff scheduling is done on an as needed basis, depending on the events the Ulrich is hosting. Several of our events take place on evenings and weekends. A complete listing of the events scheduled at the Ulrich is available on our website, [www.ulrich.wichita.edu](http://www.ulrich.wichita.edu). Just click “News and Events.”

**HOW TO APPLY**
To apply for the position, please complete the attached application for student employment and return it to Vanessa Smith at the Ulrich [vanessa.smith@wichita.edu](mailto:vanessa.smith@wichita.edu). Resumes are appreciated, but not required.