

Days of the Dead: Gallery Guide

Job Title: Gallery Guide

Staff Supervisor (Manager): Johanna Fassbender, Education Coordinator

Job Description: Volunteers will help with greeting visitors, assisting them within the exhibit, and monitoring the exhibit for safety of artwork and guests.

Job Objective: To provide a warm welcome and appropriate orientation for visitors to the Days of the Dead exhibit; to ensure the safety of the exhibit and its visitors; to provide excellent professional development for the volunteers themselves.

Duties and Responsibilities of the Job: Providing excellent customer's service to visitors by welcoming them to the Days of the Dead exhibit; Engaging visitors who have questions or comments about the exhibit; Monitoring the exhibit on both floors to guarantee the safety of the artwork and guests; Coordinating with other greeters about sharing responsibilities and ensuring that all necessary tasks are accomplished.

Qualifications: Ability to sit, stand, or walk within the exhibit area comfortably for up to four hours at a time; Experience interacting with the public, maintaining a friendly and pleasant demeanor at all times; Speak fluent English, with Spanish fluency highly desirable.

Training Requirements: Three training sessions, one as an introduction to the exhibit, one as an introduction to the Meek family history and house, and one touring the exhibit once installation is complete. Training will take place throughout September, with day time and evening sessions available.

Place of Work: The *Days of the Dead: Folk Art for the Third Millenium* exhibit will be displayed in the Meek Mansion in San Lorenzo from October 9th 2010 – November 14th 2010.

School Tour hours are Monday-Friday, from 9 am – 11 am and 12 pm – 2 pm.

Public hours are Thursday-Friday from 3pm - 7pm, and Saturday-Sunday from 12 noon – 5 pm.

Community Day will be October 23rd, from 11 am – 7 pm.

Meek Park, 240 Hampton Road, Hayward, CA 94541

Minimum Time Commitment: Three full 4-5 hour shifts over the course of the exhibit run.