

[Job search](#)[About ASU](#)[All ASU Careers](#)[Customer Assistance](#)[Candidate](#)[Zone ▼](#)[Sign Out](#)

04-Oct-2024

Museum Ambassador

Student Worker II

105125BR

Job Description

The Museum Ambassador position is an opportunity to grow practical skills in customer service, public speaking and retail while working with visitors at the Arizona State University Art Museum and Ceramic Research Center and Brickyard Gallery. This position will greet and orient visitors as they enter the museum, monitor the safety of the artwork in the gallery settings, monitor the retail space, assist visitors with shopping needs and process retail transactions. This position will report to the Visitor Services Coordinator and work closely with our Education and Business departments.

The Museum Ambassador will work an average of 14 hours (with potential to increase) per week on a set schedule from Wednesday – Sunday between the hours of 10:30 am – 5:30 pm with at least one weekend day and occasional evenings and special event shifts.

Must be available to work during Spring, Winter & Summer breaks

To take advantage of this opportunity, **you must be eligible for FWS (Federal Work Study)** which means you must have a completed FAFSA on file. For more information on FWS please visit <http://students.asu.edu/employment>

Student Recruitment Type

Student Hire Work Study

Campus/Location

Campus: Tempe

Department Name

Art Museum Students

Full-Time/Part-Time

Part-Time

VP Code

EXEC VP/PROVOST

Scope of Search

Open

Grant Funded Position

This is a grant funded position. Continuation is contingent on future grant funding.

Salary Range

\$14.75 per hour

Close Date

10-October-2024

Essential Duties**Visitor Services:**

- Conduct visitor check-in process including, greeting and orientation in an outgoing, courteous and professional manner
- Promote museum exhibitions and events and answer exhibition and gallery questions
- Assist with event and programming set-up / take-down as needed
- Monitor the exhibitions in the galleries during public hours, actively engaging with our visitors
- Work closely with the VS Coordinator and the Education department to assist with individual and group tours

Retail:

- Be knowledgeable of the retail merchandise selection and monitor and maintain the security and tidy display of the retail merchandise
- Ensure that retail transactions are securely and accurately processed.

Minimum Qualifications

Requires previous knowledge or skill and/or equivalent experience or training.

Desired Qualifications

- Retail & cash handling experience preferred, but not required
- Exhibit reliable, energetic, and intellectually curious about art, history and exhibitions at the Museum.
- Availability to work special events outside of museum hours including weekdays, weekends and evenings
- Be able to work well in a team
- Consistent availability to work a minimum of 14 hours per week, Wednesday-Sunday between the hours of 10:30am – 5:30pm, with at least one day of the weekend available.

Working Environment

- Ability to lift 25lbs
- Light to moderate physical activity

- Stand for long periods of time
- Adherence to dress code

Department Statement

ASU Art Museum's mission is to be a meeting point for the exchange of new ideas, perspectives and experiences among artists, students and the public through our exhibitions, residencies, collections and programs. The museum forges meaningful connections across all areas of research in order to create a better, more sustainable future.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit <https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco>

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report

In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at <https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf>. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit <https://cfo.asu.edu/az-resources>.

Fingerprint Check Statement

This position is considered safety/security sensitive and will include a fingerprint check. Employment is contingent upon successful passing of the fingerprint check.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of “equivalent combination” in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor’s degree is equal to four years of experience.

[Apply to job](#)[Save](#)[Accessibility](#)[Privacy](#)[Terms of Use](#)[Browser Support](#)[Infinite Talent Privacy Stat...](#)