

# RUBY CITY

Ruby City, operated by the Linda Pace Foundation, seeks applications for part-time Visitor Service Associate position to serve as an ambassador for Ruby City, protect artworks on exhibit and engage with guests about related educational content. Ideal candidates for this position are exceptional communicators with a strong interest in contemporary art

Qualified applicants can send their cover letter and resume to Randy Guthmiller, [rguthmiller@rubycity.org](mailto:rguthmiller@rubycity.org)

## **Essential Qualifications**

- Good judgement
- High school graduate or equivalent
- Good communication skills
- A warm and friendly demeanor
- An appreciation for the importance and fragility of contemporary art
- An appreciation for visitor's safety and welfare
- Exercises a positive attitude and enthusiasm when interfacing with the public
- Follows Foundation policies and procedures thoroughly
- Understands visitor services needs
- Works cohesively with colleagues as part of a team
- Maintains confidentiality of guest's data
- Reports occupancy flow of guests during high traffic times to manager
- Must pass background check
- Drug free

## **Desirable Qualifications**

- College degree
- Fluency in Spanish
- Previous guest relations training

## **Essential Job Functions**

- Remain well-versed and knowledgeable in Foundation policies and procedures.
- Participate in regularly scheduled trainings related to the collections, founder, Ruby City campus and/or engagement.
- Confidently and enthusiastically convey (and maintain) knowledge of Ruby City educational information involving the architecture, collection and founder.
- Anticipate guests' needs, respond promptly with a confident, but solutions-oriented approach.
- Maintain positive guest relations.
- Resolve guest complaints, ensuring the best visitor experience.
- Assist with public programs, including set up, take down and other event-related activities.

**Work Environment**

Job involves working:

- Every weekend
- Some holidays and evenings
- With the public
- Standing
- Indoors and sometimes outdoors

**Compensation:**

- \$15.80 / hr,
- 7-15 hours per week

The Linda Pace Foundation is firmly committed to treating employees and applicants for employment according to their experience, talent and qualifications for the job, without regard to her or his race, religion, color, national origin, gender, sex (including pregnancy), sexual orientation, age if over forty (40), or disability if otherwise qualified to do the job.