

Job Title: Gallery Assistant/Assistant to The Executive Director

Employer: Napa Valley Museum

Location: 55 Presidents Circle, Yountville, CA. 94599

Terms: Part Time, Thur-Sun 11 to 4

Salary/Rate: \$18

Requirements: Weekends

Job Description: Responsible for greeting visitors, recording admission fees, memberships, and purchases from the gift store. Will assist Gallery & Museum Manager with register close out and reconciliation of the daily receipts. Will perform administrative tasks assigned by the Executive Director including response to inquiry emails, assisting with social media and press outreach, event scheduling, logistics, programs, and rentals. Assist with events and programs.

Gallery Assistant Key Duties:

- Greet guests, educate them about the museum and exhibits
- Sell admissions and check in members through Lightspeed
- Sell Memberships and store items to guests
- Assist with Opening/Closing the museum on a daily basis
- Make sure everyone is respecting the museum and art
- Check in guests for special/private events
- Assist in daily cash settlement and sales processing
- Work with Gallery Manager to complete daily sales reports and cash drops for the Accounting Manager
- Help to keep galleries and store tidy and COVID-regulation compliant

Assistant to the Exec. Director Key Duties:

- Complete assigned tasks by the Executive Director
- Respond to inquiring emails
- Assist with social media and press outreach
- Responsible for scheduling and logistics around events, programs and rentals
- Support for the Board of Trustees meetings and mailings

Minimum Qualifications:

- Excellent computer skills including Microsoft suite
- Must be able to communicate effectively in English both in verbal and written
- Ability to prioritize work, be proactive, take initiative and resolve problems
- Great attention to detail
- Excellent customer service skills
- Previous Museum and hospitality experience preferred but not required
- Ability to judge multiple projects and determine prioritization in a busy and changing environment
- Ability to lift 40lbs

This is a permanent part time position without benefits, but with the potential for additional hours supporting events and programs. Napa Valley Museum Yountville is an at-will employer, and does not discriminate based on race, color, gender, religion, national origin, age, disability, sexual orientation, pregnancy, veteran status, or any other basis prohibited by applicable law.