



Job Title: Gallery Assistant 2025

Employer: Napa Valley Museum

Location: The MAC, 607 St Helena Highway, St Helena

Terms: Generally Part-time; 9-5 (8 hours) x 3 days per week

Salary/Rate: TBD

Requirements: Weekends; some evenings

Supervisor: Kathleen Schwanz, Operations Manager kathleen@napavalleymuseum.org

Job Description: Responsible for staffing front-of-house at museum: customer service/admissions, memberships, and museum store. Regular support of museum events and programs (requires some evening work).

Key Duties:

- Open/close/oversee museum galleries
- Greet guests and answer phone/provide information about museum and exhibitions
- Sell admissions, including group sales, and check in members
- Sell/renew memberships via Shopify
- Enter accurate information and create reports in Shopify
- Record guest information data and demographics
- Make sure everyone is respecting the artworks, other visitors and staff
- Check in guests for special/private events
- Sell museum store items to guests including artworks
- Assist with store inventory tracking
- Complete daily sales reports and cash drops for the Accounting Manager
- Help to keep galleries and store tidy
- Become knowledgeable about the exhibitions on display and be able to communicate about them with visitors, docents and volunteers

Minimum Qualifications:

- Excellent computer skills including Microsoft Office 365 and Excel; experience with SharePoint, Teams and Shopify helpful
- Must be able to communicate effectively in English (verbal and written)
- Ability to prioritize work, be proactive, take initiative and resolve problems
- Great attention to detail and ability to concentrate in a busy environment
- Excellent customer service skills and positive attitude
- Previous museum and hospitality experience preferred but not required
- Ability to lift 40lbs; must be 21 years of age or older

This is a part-time position. 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. Compliance with vaccine regulations required absent reasonable request for accommodation.

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