

CONTACT

Please send materials to:
Alexandria Lang
alexandria.lang@utahmoca.org
801.328.4201

VISITOR & VOLUNTEER SERVICES COORDINATOR

Reports To: Museum Experience Manager
Position Designation: Non-exempt part-time (hourly)
Hours: 20 hours per week (Friday evenings & Saturdays required) with flexibility of an additional 5-10 hours during the week for events

SUMMARY

The Utah Museum of Contemporary Art has been an award-winning aesthetic force and community leader since it was established in 1931. Located in the heart of downtown Salt Lake City, UMOCA encourages exploration into what it means to exist in today's world through art that inspires imagination, stimulates thought, and transforms society. The Museum connects people around the contemporary art practice of Utah and beyond to shape an engaged and thoughtful global citizenry. UMOCA strives to be a place where all points of view, experiences, and ages feel welcome to explore the pressing issues of our time through socially relevant art exhibitions and programming.

The Visitor and Volunteer Services Coordinator acts as the weekend, Friday night and Saturday day, staff member managing volunteers, interns, and gallery assistants as well as general visitor services assistance when the Museum Experience Manager is not present at UMOCA.

As a member of the UMOCA team in this position, you will also occasionally work the Front Desk during Special Events including art talks, exhibition openings, rentals, etc. The primary responsibility of the position when at the front desk is to greet the public as a UMOCA ambassador, providing security, interpreting the exhibits (when requested), completing Art Shop transactions, checking in volunteers and interns, and keeping the space in professional order. You will also be asked to complete weekly tasks for both the visitor services and volunteer departments as well as periodic filing for the controller.



VISITOR AND VOLUNTEER SERVICES COORDINATOR APPLICATION

Applicant Information:

Name: _____ Date: _____

Address: _____

City, State, Zip: _____

Daytime Phone: _____ Home Phone: _____

Email Address: _____

Emergency Contact (name and phone): _____

Are you 21 years or older?: _____

Background Information:

Please list your education experience:

Name of Educational Institution	Description of Program
_____	_____
_____	_____
_____	_____

Please list your volunteer and/or paid work experience:

Name of Organization	Description of Experience
_____	_____
_____	_____
_____	_____
_____	_____

Personal Information:

Please include the following with the application:

1. Resume or C.V.
2. Letter of interest (up to 500 words describing why you want to work at UMOCA, and what skills you bring).
3. Contact information for three professional references.

Please Return Completed Application to Alexandria Lang

Alexandria Lang, Museum Experience Manager
 Utah Museum of Contemporary Art
 20 South West Temple
 Salt Lake City, UT 84101
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