



UNIVERSITY
OF
LOUISIANA
L a f a y e t t e

Staff Vacancy

Position: Store, Admissions and Events Coordinator

EEO# AA 8-14

Job Description:

The Store, Admissions and Events Coordinator oversees the retail and admissions functions of the museum. The Coordinator is also responsible for helping to implement museum event plans as well as managing event rentals at the museum facility. The Coordinator oversees both student workers and volunteers who assist in “front of house” activities including shop sales, admissions, gallery security and gallery tours. This position reports to the Director of The Paul and Lulu Hilliard University Art Museum, which located at the edge of the University of Louisiana at Lafayette campus in Lafayette, Louisiana. The museum is comprised of two buildings, the original 1967 A. Hays Town plantation-style house and the newer state-of-the-art Hilliard Museum with three exhibition galleries and a gift shop featuring crafts by local artists. The museum’s collection features approximately 2,000 objects including European and American painting, Japanese prints, folk art and a collection of Egyptian art. The museum works collaboratively with the university’s nine colleges – including the College of Arts - as well as with local, national and international partners to present exhibitions and programs on the art of our time. With a student population of nearly 17,000 and the culturally-rich community of Acadiana around us, we celebrate the creative spirit that infuses every aspect of life here from food and drink to music, art and dance

Duties & Responsibilities:

- Plan and implement merchandising, buying and budgeting for museum shop
- Manage inventory and maintain POS software to effectively track sales and admissions
- Responsible for deposits of admission and store proceeds following generally accepted accounting principles (GAP) and university business office procedures
- Provide reports on sales and admissions on weekly, monthly and quarterly basis
- Oversee daily operations of museum shop and admissions function of museum. Assure sufficient staffing of shop and gallery security.
- Train and manage student workers in “front of house” activities. Oversee submission of their timesheets for payroll
- Train and oversee the work of a volunteer coordinator. Work with volunteer coordinator to assure adequate volunteer staffing for events as well as day-to-day operation of the museum
- Coordinate and schedule group tours of the exhibitions. Assure tours are logged in the UAM calendar.

- Oversee event rentals for outside use of the museum facilities. Prepare contracts and work with renters and their vendors to assure that policies and procedures for the safety and care of the museum facilities, exhibitions and collection are implemented.
- Must be available to work evenings or weekends as needed for support of museum events
- Perform other duties as may be required from time to time

Preferred Qualifications:

- Prior retail experience required. Experience in analyzing profit and loss a plus.
- Excellent organizational skills and ability to multi-task.
- Great attention to detail
- Ability to maintain diplomacy while also ensuring that contractual agreements are properly fulfilled
- Enthusiastic about team work. Ability to work well with staff, students, and volunteers to promote excellent customer service
- Self-driven; able to lead students and volunteers in creating inspiring and educational visitor experiences.
- Proficiency with Microsoft Office and POS software.
- Knowledge of art and prior museum experience a plus.

Compensation:

- Commensurate with experience

To Apply:

Send a cover letter, resume and three professional references to LouAnne Greenwald, Director, Hilliard University Art Museum louanne.greenwald@louisiana.edu

Application Deadline: December 18, 2014