

**CLASS SPECIFICATION**

1/13/2022

GALLERY ATTENDANT, 2442

Summary of Duties: Assists in the construction and installation of display units and in the operation and maintenance of an art gallery.

Class Characteristics: A Gallery Attendant assists in the preparation and installation of display units in an art gallery and maintains the displays and the gallery in good order. An employee of this class receives assignments in the form of detailed written or verbal orders according to established procedures. Technical supervision and instruction are provided by the Preparator.

Example of Duties:

- Assists in maintaining art exhibits and galleries including opening and closing the gallery, patrolling the gallery to protect exhibits, collecting admission tickets, selling catalogs, preparing lecture halls and galleries for lectures, study classes, and special events by setting up such items as chairs, tables, speaking platforms, microphones, and projectors;
- Aids in the building, painting, finishing, and installation of exhibition display units;
- Assists with cutting, matting, and framing of paintings and prints;
- Helps with constructing and repairing crates and boxes for shipment of art works;
- Assists in hanging pictures and placing art objects in display cases;
- Supports the operation and maintenance of a small carpentry shop;
- Operates a light truck or other vehicle in transporting such items as art objects, display cases, gallery supplies and equipment;
- Receives and stacks incoming supplies;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

Five hundred hours of volunteer or paid experience assisting in the operation and maintenance of an art gallery or museum, including the construction and maintenance of display units and protection of exhibits.

License: A valid California driver's license may be required for some positions in this class.

Physical Requirements: Strength to perform average lifting up to 35 pounds and occasionally over 75 pounds; body agility and equilibrium involved in activities such as climbing and balancing; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling; arm, hand, and finger dexterity with at least one hand involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.