

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

Distinguishing Features : 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, prepares lecture halls and galleries for lectures, study classes, and special events by setting up such items as chairs, tables, speaking platforms, microphones, and projectors.

Assists in the building, painting, finishing, and installation of exhibition display units; assists in cutting, matting, and framing of paintings and prints; assists in constructing and repairing crates and boxes for shipment of art works; assists in hanging pictures and placing art objects in display cases; assists in 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; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : General knowledge of the care, handling and display of valuable art objects or museum pieces; general knowledge of the operation, use, and maintenance of common hand and power tools; the ability to follow written and verbal instructions; and the ability to effectively relate to the public and co-workers.

500 hours of volunteer or paid experience in an art gallery or museum are required for Gallery Attendant.

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 medical limitations may, with reasonable accommodations,

be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the limitations.

As provided 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 the duties and responsibilities of any position shall be.