

Posted: March 14, 2024

Position: Manager on Duty

About the Dixon:

The Dixon Gallery and Gardens in Memphis was founded by Margaret and Hugo Dixon, significant cultural philanthropists, and community leaders. Since opening as a museum and public garden in 1976 the Dixon has distinguished itself through its vitality, productivity, openness, and access. The Dixon is known for its robust exhibition calendar, dynamic education and outreach programs, an important art collection, and beautiful learning gardens. Admission to the Dixon is always free of charge.

Job Overview

The Manager on Duty is part of the Operations Department and will assist in all areas of operations. This includes the regular duties of opening and closing the museum, managing admission staff, assisting with building maintenance, visitor engagement, security, and event management. Reports to the Director of Operations

Hours:

- Full-time hourly position
- Hours will vary depending on the event schedule including weekends, holidays and late-night hours.
- The daily hours for this position will be posted on a monthly basis at the beginning of the month and are based on the needs of the museum to cover facility rental, maintenance or events hosted by the museum. The person in this position must be willing to be flexible with working hours, including weekends.

Duties include:

- Manage the opening and closing duties of the museum.
- Work with the security manager and security staff.
- Monitor all emergency situations
- Schedule and train admission staff.
- Manage Admission Information
- Assist with admissions and front desk duties
- Work with the Venue Rental Coordinator to facilitate events.
- Perform set up and takedown procedures for events and meetings held at the Dixon requiring movement of tables and chairs and other items between buildings and on the grounds.
- Assist with equipment and general maintenance.

Qualifications

- High School diploma or equivalent, three (3+) years of customer service and supervisory experience is required.

Skills:

- Superior and proven customer service experience; Basic computer skills
- Handyman skills; Must be able to lift 40 lbs
- Ability to work in a team environment

Qualified candidates should submit a resume and cover letter by email to Juliana Bjorklund, Director of Operations at juliana@dixon.org by April 19, 2024.

The Dixon strives for a workplace that is diverse and inclusive. We provide equal opportunities to all applicants for employment without regard to race, creed, color, ethnicity, religion, sex, sexual orientation, age, military service, marital status, and/or disability.