

Posted: March 17, 2023

Position: Visitor Engagement

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 stands for excellence in everything it undertakes and continually strives for diversity and inclusion. 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.

Visitor Engagement:

The Visitor Engagement position at the Dixon Gallery and Gardens is responsible for greeting all guests in a friendly and positive manner, answering questions about the museum's history, exhibitions and upcoming programs and events. The Visitor Engagement position reports to the Director of Operations.

Hours:

- Part-time hourly position / various days
- Willing to work a flexible schedule that includes weekends, evenings and holidays

Duties include:

- Greet and direct visitors as they enter the museum.
- Answer telephone and communicate Dixon information.
- Take reservations for workshops and events.
- Put out and maintain supply of information materials.
- Sell Dixon memberships and encourage membership upgrades.
- Maintain cleanliness of the work area.
- Prepare the galleries for visitors.
- Work with the security team.
- Assist at Dixon after-hour events as needed.
- Other duties as assigned.

Qualifications

- High School diploma or equivalent required
- Customer service experience preferred.
- Proficiency with basic computer skills
- COVID-19 vaccination required.

Qualified candidates should submit a resume by email to Juliana Bjorklund, Director of Operations at juliana@dixon.org by April 15, 2023.

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.