



## **UMLAUF Sculpture Garden + Museum Job Posting**

The UMLAUF Sculpture Garden + Museum values a diverse and inclusive workplace and seeks to reflect these values through our employee, contractor, and volunteer hiring practices. The UMLAUF hires qualified candidates based on merit and does not discriminate because of race, color, religion, sex, gender identity, national origin, age, disability, genetic information, or veteran status.

- Position Title:** Manager on Duty
- Position Type:** Part Time Employee
- Hours:** Approximately 1-3 shifts per week
- Reports to:** Museum Manager & Venue Manager
- Supervises:** No direct staff reports, but may supervise volunteers
- Compensation:** \$17.51 per hour
- Location of work:** In person at the UMLAUF (605 Azie Morton Rd. Austin, TX 78704)
- Start Date:** End of February or March 2025
- Description:** Managers on Duty oversee museum operations that occur outside of full-time staff's work hours. This includes managing the museum on weekends and overseeing the venue during private rentals (weddings, celebrations of life, corporate events, etc.). The ideal candidate is a responsible, people-person who can act as an ambassador for the UMLAUF. This is an ideal entry-level position for individuals interested in hospitality, the arts, museums, and events.

### **Responsibilities:**

- **On Weekends**
  - Shifts are 10:30AM-4:15PM
  - Independently open and close the museum, ensuring security at the end of the day.
  - Operate and manage cash register and cash sales reports.
  - Educate visitors on the exhibitions, collection, and Charles Umlauf.
  - Monitor the gallery and grounds to ensure museum policies are followed.
  - Supervise and train volunteers.

- Comply with all safety policies and procedures, ensuring the facility is safe, clean, and orderly for the visitor experience.
  - Occasionally assist at UMLAUF public programs.
  - When groups are using the UMLAUF's meeting room, make sure the space is ready and assist with questions or meeting needs.
- **For Private Events:**
    - Shifts are 3:30PM-12AM or occasionally 6AM-12PM on weekends
    - Follow preparation procedures for load in of the event.
    - Greet and orient vendors as they arrive and depart.
    - Actively monitor events from setup through strike, ensuring that clients, vendors and guests are adhering to venue policies and procedures, and assist them with any troubleshooting or questions regarding the facilities.
    - Follow closing procedures at the end of each event, ensuring the facility is secured.
    - Comply with all safety policies, practices, and procedures. Report all unsafe activities to supervisor.
    - Address maintenance issues and oversee the proper storage and maintenance of equipment and supplies.

**Qualifications:**

- Effective, efficient, and kind communicator with a broad range of individuals
- Confident working independently and as a leader of others
- Skilled using technology including point of sale systems, iPads, word processing, email
- Excellent problem-solving skills
- Punctual
- Strong attention to detail
- Ability to lift 40lbs.
- Comfortable standing, walking, bending, or stooping
- Hospitality or customer service experience preferred
- High School degree or GED equivalent

To apply, please send a resume and cover letter to Bella Cheng, Museum Manager at [bella.cheng@umlaufsculpture.org](mailto:bella.cheng@umlaufsculpture.org). Feel free to reach out with questions.