



## **Part-time: Visitor Experience Associate**

**Regular schedule will be 3 days/week, with occasional periods of additional hours**

### **Overview:**

Kimball Art Center is seeking a warm, proactive, and highly organized Visitor Experience Associate to help create exceptional experiences for every guest who walks through our doors.

This role serves as one of the primary public-facing ambassadors of Kimball Art Center, welcoming visitors, introducing them to current exhibitions and programs, leading exhibition tours, supporting admissions and retail transactions, and helping ensure our public spaces are inviting, informed, and well cared for.

The ideal candidate is energized by working with the public, comfortable speaking about contemporary art, and enjoys creating meaningful interactions that make visitors feel welcome, curious, and connected.

This is not a passive front desk role. We're looking for someone who takes initiative, enjoys engaging with visitors, and helps bring Kimball Art Center's mission to life through thoughtful hospitality and guest experience.

### **About Kimball Art Center**

Kimball Art Center inspires, educates, and connects through art.

As Park City's nonprofit contemporary art center, Kimball Art Center presents world-class exhibitions, dynamic educational programs, and community events that connect residents and visitors to the creative process. Through exhibitions, classes, and events, KAC serves as a cultural hub for Park City, Summit County, and visitors from around the world.

### **Our Values:**

- Welcoming
- Inclusive & Accessible
- Collaborative

### **Responsibilities**

#### **Visitor Experience & Hospitality**

- Welcome visitors and create a warm, informed, and engaging first impression of Kimball Art Center

- Share information about current exhibitions, classes, events, membership opportunities, and KAC's mission
- Actively engage visitors throughout the building and gallery spaces
- Lead exhibition tours for visitors and groups
- Encourage guest feedback and reviews following their visit
- Help visitors navigate the building and answer questions about Park City and local resources when appropriate

### **Admissions & Guest Services**

- Process admissions, memberships, retail purchases, clay sales, and class registrations using point-of-sale systems
- Track attendance data, visitor demographics, and daily admission reports
- Assist students and visitors with class check-in procedures
- Maintain organized, welcoming, and well-stocked visitor-facing spaces

### **Gallery Stewardship & Operations**

- Help open and close gallery spaces according to established exhibition-specific procedures
- Maintain awareness of activity throughout public spaces to ensure artwork safety and positive visitor experiences
- Report facility, maintenance, or artwork concerns to appropriate staff
- Support cleanliness and organization throughout public areas
- Assist with special events and public programs as needed

### **Communications & Administrative Support**

- Answer incoming phone calls and provide general information
- Monitor and respond to inquiries sent to Kimball Art Center's general information email account
- Communicate visitor feedback, operational needs, and recurring guest questions to internal teams

### **Qualifications**

- Strong communication and interpersonal skills
- Ability to confidently engage with visitors from diverse backgrounds
- Interest in art, museums, education, hospitality, or cultural institutions
- Comfort speaking to groups and leading tours
- Strong organizational skills and attention to detail
- Ability to problem solve independently and remain calm under pressure



- Basic proficiency with Google Workspace, Microsoft Office, and point-of-sale systems
- Ability to move throughout gallery spaces for extended periods
- Weekend availability
- Spanish language proficiency is a plus

### **Ideal Candidate**

You may be a great fit if you are:

- Pursuing or building a career in arts administration, museums, education, hospitality, communications, or nonprofit work
- Comfortable initiating conversations with visitors
- Naturally welcoming and service-oriented
- Curious about contemporary art and eager to learn
- Proactive and dependable

### **Compensation**

\$18–\$20/hour, depending on experience

### **Schedule**

Kimball Art Center is open:

Tuesday-Friday: 10:00 AM-6:00 PM

Saturday-Sunday: 10:00 AM-5:00 PM

Visitor Services staff typically arrive 30 minutes before opening and leave 30 minutes after closing. Weekend availability is a plus! Additional evening hours may occasionally be needed for special events.

### **How to Apply**

Please send a resume and cover letter to [alex.regenold@gmail.com](mailto:alex.regenold@gmail.com)