

## **Visitor Experience Assistant**

This position is primarily centered on visitor services but may also require cross-training in the Art Jameel store and other areas as necessary.

The Visitor Experience Assistant reports to the Senior Operations Manager. This position is 4-days per week and includes weekends.

### **Duties and Responsibilities**

Provide visitor reception, information and orientation, including information in the form of maps of the building and brief explanation of current exhibitions

Answer telephone and route calls

Address visitor inquiries, comments and feedback

Monitor galleries and exhibits

Assist with opening and closing the building and exhibits

Assist with keeping public areas tidy

Contact database maintenance

Support Art Jameel team during public events

### **Qualifications**

Professional demeanor and appearances

Excellent communication skills

Adaptable to a changing work environment

Bilingual (English and Arabic) preferred

Art Jameel is an organisation that supports artists and creative communities. Our programmes foster the role of the arts in building open, connected communities; at a time of flux and dramatic societal shifts, we see this role as more crucial than ever.

Art Jameel's current initiatives include running heritage arts schools and restoration programmes, plus a broad range of arts and educational initiatives for all ages.

Our model is collaborative: major institutional partners include the Victoria and Albert Museum, the Metropolitan Museum of Art and the Prince's School of Traditional Arts; locally, the foundation works with individuals and organisations to develop innovative programming that embraces both ancient and new technologies, and encourages entrepreneurship and the development of cultural networks.

Art Jameel is positioned alongside Community Jameel, and complements its sister organisation's work in promoting positive social change, job creation and poverty alleviation across the Middle East, North Africa and Turkey.

Jameel Arts Centre, Dubai, is an institution dedicated to contemporary art and research, founded and programmed wholly by the organization. On the other hand, Hayy Creative Hub, Jeddah, is a home for the creative industries at large, founded by Art Jameel, where the organisation also runs an Arts Centre, theatre and other shared facilities.