The Hammer Museum at UCLA believes in the promise of art and ideas to illuminate our lives and build a more just world.

hammer.ucla.edu

Last updated: Fall 2016
Join the **Hammer Museum** as a part-time **Visitor Experience Representative (VER)** for the academic year! VERs actively engage with visitors in the galleries, during events, and/or at the Museum’s entrances. Serving as the face of the institution, VERs are responsible for introducing visitors to the Hammer, safeguarding the art, and facilitating an exchange with our diverse visitors.

As a VER, you will:
- Ensure that all guests receive the highest level of customer service and hospitality during their visit to the Museum.
- Know about the Museum’s current exhibitions and programs to provide helpful information and respond to visitor inquiries.
- Enforce policies in galleries and other Museum spaces, while maintaining a polite demeanor and providing a positive experience to visitors.
- Observe and report issues and potential hazards regarding the art and/or visitors.
- Assist with the setup, flow, & breakdown of programs and events.
- Facilitate membership sales.

**ARE YOU?**
- **A UCLA or SMC student**  
  Preferably a sophomore or junior seeking experience in the non-profit, museum, art, or customer service worlds. All majors and diverse backgrounds are welcome!
- **A people-person**  
  Passionate about interacting with a diverse audience and have excellent communication and interpersonal skills. Prior sales or customer service experience preferred.
- **A self-starter**  
  Eager to help out your coworkers and without a need for constant direction.
- **Dedicated & reliable**  
  Want to work and recognize the impact you have on your fellow coworkers.  
  Able to stand and remain vigilant for several consecutive hours.  
  Able to commit to a weekly schedule and take responsibility for assigned shifts.

VERs are expected to work a minimum of 12 hours per week and receive $11 per hour in compensation. Students **MUST** be available to work a fixed weekly schedule comprised of at least two (2) of the following shifts:

- Tuesdays - Fridays: 10:30am - 3:45pm  
  OR  
  3:15pm - 8:15pm
- Saturdays & Sundays: 10:30am - 5:15pm

**APPLY TODAY**

Email your resume, cover letter, contact information, and availability to **VEResumes@hammer.ucla.edu** or hand the form on the right to a Visitor Experience staff member.

Due to the volume of applications received, we are unable to respond to phone calls or emails regarding the status of applications and the recruiting process.