

**HAMMER**

## Free for good

TUESDAY—FRIDAY, 11AM—8PM  
SATURDAY—SUNDAY, 11AM—5PM  
CLOSED MONDAY

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](http://hammer.ucla.edu)

*Last updated: Fall 2016*

**HAMMER**



# WANT TO WORK AT A MUSEUM?

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](mailto: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.**

## APPLICATION

### CONTACT INFORMATION

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

### STUDENT INFORMATION

SCHOOL: \_\_\_\_\_  
MAJOR/MINOR: \_\_\_\_\_  
ANTICIPATED GRADUATION DATE: \_\_\_\_\_

### AVAILABILITY

During which hours are you available for work assignments? Mark all that apply.

	MON	TUE	WED	THU	FRI	SAT	SUN
AM (10:30-4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PM (3-8)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### RELEVANT EXPERIENCE

I will attach a resume and cover letter separately.

EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATES: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

EMPLOYER: \_\_\_\_\_

POSITION: \_\_\_\_\_

DATES: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

Summarize any related skills and/or languages:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE