NEW ORLEANS JAZZ & HERITAGE FOUNDATION, INC.

OFFICIAL POSITION DESCRIPTION

The Helis Foundation Gallery at the George and Joyce Wein Jazz & Heritage Center is seeking a friendly, dependable, and engaging individual to welcome visitors to its art collection.

Located in the Tremé neighborhood of New Orleans, the Gallery features work by prominent New Orleans artists exploring the city's extraordinary visual, musical, and cultural traditions. The collection extends throughout two floors of the Center and is designed for visitors to explore at their own pace using a printed gallery guide and accompanying digital audio and text resources.

The Gallery Attendant serves as a welcoming first point of contact for visitors, helping them navigate the collection and its accompanying materials — including a printed brochure with information about the artists and works, a gallery map, and QR codes linking to additional audio and text content.

WHAT YOU'LL DO

Visitor Welcome & Orientation

- Warmly greet visitors and provide the Gallery brochure.
- Give visitors a brief introduction to the brochure and how to use it.
- Orient visitors to the Gallery layout and direct them through the first- and second-floor exhibition areas.
- Answer basic visitor questions and help create a welcoming, accessible experience.

Digital & Interpretive Resource Support

- Show visitors how to scan QR codes in the brochure and throughout the Gallery to access accompanying audio and written content.
- Help visitors navigate the Gallery at their own pace using printed and digital resources.
- Assist visitors with basic smartphone functions needed to access digital gallery content.

Gallery Environment & Materials Maintenance

- Keep brochures and visitor materials organized and readily available.
- Coordinate with the Attendant Coordinator to maintain an orderly gallery environment.
- Note and report any issues with works or installation that may arise.

Team Coordination

- Share visitor feedback or operational issues with Foundation staff as needed.
- Support coordination between the Foundation's Archive department and the Gallery's operating team.

WHAT WE'RE LOOKING FOR

The ideal candidate is personable, approachable, reliable, and comfortable interacting with the public. An interest in art, New Orleans culture, music, museums, or cultural organizations is strongly preferred. Candidates should also be comfortable helping visitors with basic smartphone functions such as scanning QR codes.

This position would be especially well suited to a college or graduate student studying studio art, art history, museum studies, arts administration, or a related field, or someone interested in gaining experience working in an arts and cultural setting. No prior gallery or museum experience is required — prior customer service, hospitality, or public-facing experience is a plus.

POSITION DETAILS

Schedule:	Tuesdays & Thursdays, 10:00 AM – 4:00 PM
Pay:	$18.00 per hour
Location:	The Helis Foundation Gallery at the George and Joyce Wein Jazz & Heritage Center, 1225 N. Rampart Street, New Orleans, LA 70116
Department:	Archive

HOW TO APPLY

Please send a resume along with a brief note introducing yourself and explaining your interest in the position to **heritage.arts@jazzandheritage.org**. Application will be open till positions are filled.

The New Orleans Jazz & Heritage Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, sexual orientation, gender identity, or any other characteristic protected by applicable federal, state, or local law.