

Career Opportunities

A Great Place to Work, Learn, and Visit

We offer a competitive, comprehensive benefits package:

- 5+ weeks of paid time off
- Paid holidays
- Medical, dental, and vision insurance
- Tuition remission
- Complimentary general admission to participating cultural institutions

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The Art Institute of Chicago is an equal opportunity, equal access employer fully committed to achieving a diverse and inclusive workplace.

Sales Assistant

Assists customers in making purchases by answering questions, showing the merchandise to the customer, and completing the sale by either accepting cash and making change using the cash register or by accepting a check, travelers check or a credit card.

Operations Assistant

Serves as a museum ambassador for the visiting public and members, while working to create a positive museum experience for those visiting by operating the checkrooms in both lobby entrances.

Gift and Data Coordinator

The Gift and Data Coordinator is responsible for the accurate, complete, and efficient organization and preparation of financial instruments and transaction data for processing. In addition, includes direct maintenance of biographic and gift information in Raiser's Edge, the Development/Advancement system of record, as timing and project inventory dictate, and maintaining related departmental files.

Lead Housekeeper

Oversees and performs the work of a custodian(s) or other personnel engaged in performing custodial duties. Assigns work, supervises, trains and gives instructions to custodial employees. Makes daily inspections of all custodial work.

Protection Services Officer

Observes, assists and controls Museum access in an effort to protect the collection of art by serving as a deterrent to acts of vandalism or violence, monitoring fire, safety and security systems, screening employees and visitors entering and exiting the facility, assisting in crowd control, patrolling premises as directed and maintains proper propriety. Provide general information to the public in a courteous manner.

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