

Job Posting: Art Gallery Attendant

The Richmond Art Gallery Association is taking applications for casual on-call work as a Gallery Attendant.

Gallery Attendants are the first face gallery patrons see as they enter our doors. In addition to establishing a welcoming atmosphere for visitors and providing excellent customer service, Gallery Attendants play an important administrative role by monitoring the gallery and assisting Gallery staff with a variety of tasks. The Richmond Art Gallery Association is seeking an enthusiastic candidate, with exceptional communication and interpersonal skills, coupled with experience in customer service. Knowledge of Microsoft Office and an interest in contemporary art is a must. This is a part-time on-call position, with primarily weekday shifts.

Duties and Responsibilities:

- Greeting all visitors and offering information on exhibitions and programs
- Answering a wide range of general questions from visitors, in person and by phone
- Working with all staff on various administrative duties such as memberships, record updating, marketing mail outs, online research, visitor attendance records, and registrations for gallery events
- Receiving and forwarding calls to staff
- Maintaining reception tidiness, keeping area organized and replenishing public information displays
- Tidying and spot-cleaning front entrance and gallery spaces as required
- Securing the gallery and its contents by monitoring exhibition areas and recording any findings as needed
- Advising visitors of gallery regulations when necessary (no touching artwork, no running, etc.)
- Accounting for works of art in exhibitions, equipment and furniture upon opening and closing the building and during regular rounds
- Opening and closing procedures as specified, including operating media equipment

Working Conditions:

- Part time flexible hours including some evenings and weekends
- Shifts are usually 4 to 4 ½ hours long. This position may lead to a permanent shift.
- New Attendants are required to attend two orientation sessions prior to the start of Gallery Attending duties. Once completed, all Attendants attend an orientation session prior to the opening of every new exhibition.

Required Qualifications and Skills:

- Minimum Grade 12 diploma. Post-secondary studies in an arts related field an asset.
- Keen interest in contemporary art.
- Excellent interpersonal and communications skills.
- Exceptional customer service skills with at least 2 years experience working with the public.
- Proficient with standard computer programs, including MS Outlook, Word and Excel.
- Strong sense of responsibility, enthusiasm, diplomacy with the public, and professionalism.
- Ability to take initiative and exercise accuracy, judgment, tact and discretion.
- Must be flexible and able to accept assignments on short notice.
- Second language is an asset.

Wage: \$10.25 an hour

To Apply: Send resume and cover letter to: ktycholis@richmond.ca.

No phone calls please. Only shortlisted applicants will be notified.

Deadline for application: June 26, 2015