



JOB DESCRIPTION

Gallery Attendant/Sales Associate

Principal Goals: To provide a standard of excellence in the delivery of Kamloops Art Gallery visitor services and security through Admissions, events and facility rentals and along with product knowledge and sales through The Gallery Store.

Job Purpose: The Gallery Attendant/Sales Associate carries out the day-to-day operations of Admissions and The Gallery Store.

Primary Duties and Responsibilities:

- Opens and closes the exhibition galleries and Admissions/Gallery Store.
- Monitors security cameras and physically inspects the facility on a regular basis to ensure the safety of the patrons, artwork, merchandise and facility.
- Provides information on exhibitions, programs, events, memberships and other gallery activities.
- Informs all gallery patrons of security protocol as it relates to specific exhibitions.
- Processes admissions, event and program registration and ticket sales, and membership sales.
- Maintains attendance logs.
- Provides customers with product information.
- Processes store purchases.
- Restocks product and supplies.
- Receives and processes merchandise.
- Merchandises (displays) product as directed by the Admissions/Gallery Store Coordinator.
- General store tidying.
- On-site staffing for KAG events and facility rentals as required.
- Performs inventory counts as requested.
- Assists the Admissions/Gallery Store Coordinator as required.

Reports to: Admissions/Gallery Store Coordinator