

Visitor Services Coordinator

Position: Visitor Services Coordinator (Term)

Term: Tuesday April 10 to Saturday May 12, 2018

Job Type: Term, 5 weeks, full time (35 hours weekly)

Location: Art Gallery of St Albert, Suite #100, 6D Perron Street, St Albert, AB T8N 1E4

Workdays: 5 days a week, Tuesday to Saturday *requires weekend work and occasional evenings

Art Gallery of St. Albert, with Arts and Heritage St Albert, has an exciting opportunity for an energetic, dedicated, creative and skilled individual. This varied full-time temporary position supports artistic achievement in St. Albert and surrounding communities by supporting the day-to-day activities of the Gallery and facilitating interactions between art and people, to create engaging experiences for visitors.

The Arts and Heritage Foundation hires on the basis of merit. We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all qualified women and men, including persons with disabilities, members of visible minorities, and Aboriginal persons.

Job description:

- Supervision of front desk; welcoming visitors to the gallery, providing interpretive information on exhibits and responding to queries from the public
- Tasks related to the day-to-day operation of the Gallery such as; registering the public for programs, answering the main telephone line, placing supply orders and assisting with deliveries
- Assisting with smooth running of the Gallery Shop; selling merchandise, inventory control and merchandising

- Providing administrative and clerical support to the Gallery and staff, maintaining gallery databases and administrative files, compiling data and reports, and tracking statistic and demographics
- Assisting with; exhibit install and preparation, public programs, special events, programs and gallery openings
- Delivering interpretive tours to the public and pre-booked groups

Ideal candidates possess:

- Diploma, Post-secondary degree or equivalent in visual arts
- Excellent communication, teamwork and organizational skills
- Exceptional public relations skills and a passion for working with the public
- Understanding of local, provincial, traditional and contemporary art
- Strong administrative and computer skills
- ProServe Certification an asset
- Physical ability to move and install works of art
- RCMP criminal records check and a vulnerable sector check

Work schedule

- This five week term/contract position will commence April 10th
- 35 hour week, 9 am – 5 pm, Tuesday – Saturday
- Other weekend and evening hours are required to support programs and special events

Deadline for applications: March 15, 2018

Full training provided.

Forward résumé and covering letter to:

Jenny Willson-McGrath

Director/Curator

jennyw@artsandheritage.ca

Art Gallery of St. Albert

#100, 6D Perron Street, St. Albert, AB, T8N 1E4 (temporary location during barrier-free renovations)

Please note that only candidates selected for interviews will be contacted. Interviews will take place between March 19 and 22, 2018.