

# LEIGHTON ART CENTRE

## GALLERY ASSISTANT - SUMMER TERM

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### THE POSITION

Gallery Assistant - Summer Term

### REPORTS TO

Gallery Shop & Guest Services Manager

### HOURS AND PAY

This is a full-time temporary contract, **May 7, 2019 through September 1, 2019.**

**Hourly wage is \$15.75;** the position is part of the summer STEP program.

The position is open to Alberta residents 15 years of age or older, who attended a high school or a post-secondary institution in 2018-19 and are returning to school full time in the following year (no later than November 1).

Work hours will be 40 hours per week: **Wednesday - Sunday 9 am - 5 pm, Thursdays 11 am - 7 pm.**

### THE LEIGHTON ART CENTRE

Situated on 80 acres of magnificent foothills landscape 15 km southwest of Calgary Alberta, the Leighton Art Centre includes a historic home art gallery, museum, gallery shop and education centre. The Leighton Art Centre exists to keep the Leightons' legacy alive by offering opportunities for artists, visitors and students to explore, appreciate, and create.

### POSITION OVERVIEW

Reporting to the Gallery Shop & Guest Services Manager, the Gallery Assistant is an integral member of the Leighton Art Centre Team and is the first person visitors encounter when visiting the Leighton Art Centre. The assistant must be a self-starter, personable, dependable and have a passion for people, art, history, and nature. The Gallery Assistant is responsible for greeting & assisting guests and members, and assisting with sales, shop upkeep, events, exhibits and workshops. The candidate should have a background in retail and customer service. Computer literacy, basic office skills, and excellent customer service are required.

The Leighton Art Centre is in a rural location and there is no public transportation. **A reliable vehicle is a must.**

### ROLE AND RESPONSIBILITIES

- Assist the Gallery Shop & Guest Services Manager with the daily duties required in running the LAC Gallery shop including sales, setting up displays, assisting visitors with questions, and conducting museum tours as needed.

- Assist with administrative duties including answering phone calls, filing, database updates and inventory control.
- Assist with proper storage of artworks and updating artwork inventory.
- Assist with workshop administration.
- Support artist members and answer general inquiries about membership.
- Assist with special events including preparations, set-up, take-down and staffing.
- Responsible for monitoring and keeping artwork safe.
- Assist with special projects as required.

## **QUALIFICATIONS AND COMPETENCIES**

- Retail & customer service experience.
- Experience completing transactions and handling cash.
- Shows initiative and exceptional problem-solving skills.
- Excellent oral and written communication skills.
- Proficiency with computers, social media, website updating, and Microsoft programs.
- Ability to work cooperatively and as part of a team.
- Familiar with theories and principles relating to museum and art gallery operations.
- Ability to pay close attention to detail.
- Due to our rural location candidate must possess reliable transportation.
- Valid First Aid certification is an asset.

## **Applicant must meet the following requirements to be eligible for the summer STEP program:**

- ✓ Must be a Canadian citizen, a permanent resident, or a protected person under the Canadian Immigration and Refugee Protection Act and be legally entitled to work and study in Canada.
- ✓ An Alberta resident with an Alberta address and living and/or attending school in the province.
- ✓ Attended a high school or a post-secondary institution in 2018-19 and is returning to school full time in the following year (no later than November 1).
- ✓ Minimum age of 15 years.

Interested applicants are invited to submit cover letter and resumé to Lindsay via email: [LindsayC@leightoncentre.org](mailto:LindsayC@leightoncentre.org). **Deadline to apply is Wednesday April 17<sup>th</sup>, 2019.**

We thank all applicants for their interest, however, only candidates considered for an interview will be contacted.