

LEIGHTON ART CENTRE

JOB PROFILE

JOB: **Gallery Assistant**
REPORTS TO: Manager of Gallery Sales, Volunteers & Special Events

STATUS: Summer Full Time Contract: Wednesday to Sunday, 9am - 5pm
DATES: May 15, 2017 to August 31, 2017

THE LEIGHTON ART CENTRE

The Leighton Art Centre has a rich history as a place for creative expression and artistic endeavor. Situated on 80 rural acres of magnificent foothills landscape, just 15 km southwest of Calgary, the Leighton Art Centre features the historic home of renowned artist and architect A.C. Leighton and his wife Barbara, an accomplished artist in her own right. The Leighton Art Centre exists to keep the legacy of the Leighton's alive by creating the resources to offer exceptional experiences to see, learn, and create art.

OVERVIEW:

Reporting to the Manager of Gallery Shop, Volunteers & Special Events, the Gallery Assistant is an integral member of the Leighton Art Centre Team and is the first person visitors encounter at the gallery, and must be personable, knowledgeable about artists and exhibits, and have the ability to remember names and faces. The Gallery Assistant must also promote current and upcoming exhibits, workshops and events, and ensure that visitors do not damage any works in the gallery. The candidate should have a background in fine art, art history, retail and customer service. Computer literacy, basic office skills, and excellent customer service are required.

The Leighton Art Centre is in a rural area and there is no public transportation, a reliable vehicle is a must.

DUTIES AND RESPONSIBILITIES:

- Assist Manager of Gallery Shop, Volunteers & Special Events with the daily duties of the Gallery shop including displays, customer transactions, museum tours, and assisting as needed.
- Support artist members and answer general inquiries about membership.
- Assist with special events, including preparations, set-up, take-down and staffing of exhibition openings.
- Assistance with administration duties including filling, database updates, and other office duties.
- Assist with workshop administration.
- Handle special projects such as upgrading point-of-sale system and increasing efficiency of art sales.

- Research projects such as setting up an online art gallery to sell work over the internet.
- Basic Gallery Shop cleaning, answering phone calls, helping visitors with questions.
- Proper storage of artworks and updating artwork inventory.
- Responsible for monitoring and keeping artwork safe while the gallery is open.
- Participate in regular staff meetings and other Leighton Art Centre fundraising and seasonal events.
- Select art and fine craft pieces from artist members, and display in the Gallery Shop when the Manager isn't available.

QUALIFICATIONS AND COMPETENCIES:

- Should be familiar with the theory and principles of museum and art gallery operations.
- Ability to work cooperatively, as part of a team.
- A passion for art and creativity. Retail, customer service, and a background in the arts is considered an asset.
- Possess excellent oral and written communication skills.
- Ability to pay close attention to detail.
- Be ready to take initiative and resolve problems.
- Must feel comfortable completing transactions and handling cash.
- Due to our 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 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 2016-17 and is returning to school full time in the following year (no later than November 1).

Wage: \$15 / hour

Interested applicants are invited to submit a cover letter and resume to

lindsayc@leightoncentre.org

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