



Leamington Arts Centre  
Create. Sustain. Celebrate.

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## Visitor Services & Gallery Attendant

<b>Title:</b>	Visitor Services & Gallery Attendant
<b>Date &amp; Competition #:</b>	October 8, 2022. Competition #2022-07
<b>Location:</b>	Leamington Arts Centre
<b>Employment Status:</b>	Part-Time \$15.50 hourly, (plus vacation pay and statutory benefits in accordance with Employment Standards Act.)
<b>Compensation:</b>	
<b>Hours:</b>	12-17hr/week (average), Regular Shifts: Friday, Sat & Sun, 11am – 3pm. <b>MUST be flexibility</b> to work occasional evenings and/or extra shifts as required for events and programs.
<b>Reports To:</b>	Director/Curator
<b>Position Summary:</b>	The Visitor Services & Gallery Attendant (VSGA) is entrusted with effective customer service and cheerful reception at the gallery as well as facility appearances and cleanliness. The VSGA a reliable support staff in a variety of programming areas. The VSGA accurately performs, point of sales, clerical duties and as a docent disseminates information in person and online to promote exhibitions, events, programs, and services offered at the LAC. The VSGA is a professional, warm, friendly, and informative personality that enhances the visitor and patron experiences.
<b>Duties &amp; Responsibilities:</b>	Responsible to the LAC Director/Curator, the Visitor Services & Gallery Attendant (VSGA) delivers a welcoming reception at the gallery; provides event set up and bartending at events; acts as gallery docent; handles gift shop and art supply sales; exhibition submissions; membership and other patron services; database entry; routine facility cleaning and maintenance; online promotions via social media, website and other sources; answers phones, emails and other clerical and office related duties and tasks; assists with day to day operations; maintains an enthusiastic, positive and professional attitude; displays productive and accurate workmanship; adhere to SEAA/LAC policies and bylaws.
<b>Skills &amp; Qualifications:</b>	Post-secondary education and/or 1+ years' experience in a related field; previous office and clerical experience and/or guest services experience; smart serve training and food handlers course an asset; high level of positive energy, initiative, independence and ability work with minimal supervision; displays professional, productive and accurate workmanship and organizational skills; excellent written and oral communication skills; high degree of computer literacy, including MS Office and social media expertise; experience in graphics applications, Photoshop, InDesign, Illustrator are an asset. Must be legally eligible to work in Canada; have an appreciation for the arts and working with people; a reliable mode/means of transportation; Police Information Search (criminal reference check): Because of the environment this position will be working in, the successful candidate will be required to furnish an original

Police Information Search (criminal reference check) (working with vulnerable persons.)

**Note: The Leamington Arts Centre policies require all employees to have received at least two (2) doses of the COVID-19 vaccine at least two (2) weeks prior to entering or attending the workplace.**

**Physical Requirements:**

Walking: on level and un-level surfaces onsite and at offsite events, (general duties of sweeping, mopping, mailing, giving tours of the gallery, etc.) Sitting: constant sitting in a chair at the computer. Hands: constant fine finger dexterity (movement), mousing (processes a large amount of paperwork, form, contracts, and paperwork, etc.; in addition to updating social media and websites and answering e-mails). Bending: occasional stooping, twisting, kneeling, crouching, squatting, (routinely the LAC accepts artwork deliveries and hosts events, which include): a) loading artwork in and out of the gallery and into storage (weight up to 75lbs.); b) required to set up for meetings and events (including: moving tables, bars, boxes of wine/beer, preparing food); c) responsible for moving and hanging art; Reaching: infrequent reaching backward; occasional reaching above shoulder, below shoulder, forward, handling; Lifting: infrequent lifting pushing at or above shoulder, pushing below shoulder; occasional lifting floor to waist, waist to shoulder, at shoulder, above shoulder, overhead, carrying, transferring, dragging (between 10 to 75lbs) Lifting is a frequent activity; work needs to be lifted onto plinths or sometimes mounted to a wall, trash and recycle receptacles need to be emptied, brought to the road; Standing: infrequent standing inside (except gallery tours and opening receptions, which require standing for prolonged periods of time); Climbing: infrequent climbing ladders; occasional climbing stairs (changing/moving lights, hanging artwork, painting, dusting, etc.)

**About the LAC:**

The Leamington Arts Centre (LAC) is a public, not-for-profit arts centre with a focus on exhibiting visual arts and developing arts and culture programming.

The LAC was established as the South Essex Arts Association in 1971 with the mandate to create, sustain and celebrate the arts. Over the years, the LAC has developed into a cultural pillar for uptown Leamington and a regional arts and culture destination. Supported by the Municipality of Leamington, donors and its members, LAC is a 10,000 square foot facility comprising of four exhibition spaces, a market place artist market, café and wine bar, an art supply store, an education studio and meeting spaces.

The LAC is an award-winning organization known for its wide range of activities, and emphasis on community and local programming alongside ancillary events. The LAC presents a changing calendar of up to 40 diverse exhibitions each year and is home to the notable Henry collection and the LAC permanent collection, collectively comprising of over 600 Canadian, international, historical, and contemporary works of art.

Distinguished for offering complimentary visitor admission and programming, the LAC is committed to facilitating access and stimulating the appreciation and understanding for visual arts and relevant cultural topics.

**How to Apply:**

Interested persons may submit their resumes and cover letter in doc, docx or pdf format ONLY to:

Chad Riley, Director/Curator [director@leamingtonartscentre.com](mailto:director@leamingtonartscentre.com) or drop off in person.

**Applications accepted until suitable candidate is found.**

**We are an equal opportunity employer.**

We thank all applicants in advance for their interests, however only those under consideration will be contacted.