



Job Posting

Visitor Service Attendant

Position: Fall/Winter Part Time (Approx 8-20 hrs / week.)

Start Date: September 4th, 2023

Closing Date: August 25th, Open until filled

Wage: Ontario Minimum Wage, (\$15.50/hr, increasing in October to \$16.55/hr)

The Opportunity

Gallery Attendants are the first face gallery patrons see as they enter our doors. Greeting all visitors and offering information on exhibitions, programs and special events answering a wide range of general questions from visitors. Dealing with children and parents who participate in our children's classes. Patrolling our exhibition spaces, maintaining a log of events and messages pertaining to staff and public activity. Providing short tours on request, maintaining the gift shop and its wares.

Qualifications

- Excellent interpersonal and public relations skills
- Exceptional communication skills
- The ability to manage multiple tasks with regular interruptions
- Previous experience or knowledge in the arts an asset
- Previous retail or cash handling experience an asset
- Must be able to work evenings and weekends.

How to Apply

Submit a cover letter and resume in person or by email to:

Katy Poirier - Front of House Supervisor

visitorservice@theag.ca

Thunder Bay Art Gallery

PO Box 10193

Thunder Bay, ON, P7B 6T7

Thunder Bay Art Gallery is committed to employment equity and to fostering a positive and diverse workforce that reflects the community. We welcome applications from individuals of all backgrounds. Through our exhibition mandate, we work with Indigenous communities. We value Indigenous perspectives in the workplace and encourage Indigenous candidates to apply. We thank all applicants for their interest; however, only those selected for an interview will be contacted.