

# LEIGHTON ART CENTRE

## CANADA SUMMER JOBS POSTING: GALLERY ATTENDANT

The Gallery Attendant will work in a team environment and will assist with the day-to-day operation of the Leighton Art Centre.

Hours: Wednesday to Sunday 10 AM to 4 PM

Wage: \$18.00 per hour

Reports to: Alison Marshall, Manager of Gallery Shop and Guest Services

The Leighton Art Centre (LAC) is a designated Alberta Historic Resource located 15km south of Calgary, Alberta. It is the former home of 20th Century artists and arts educators A.C. and Barbara Leighton, and includes a museum, art gallery, gift shop and education centre. The candidate should have a background in retail environments and an interest in museum studies, art history, fine art, or history.

The Gallery Attendant will:

- Assist with day-to-day museum operations including opening and closing the museum, gallery, and shop.
- Greet visitors and ensure they have a positive experience at the Leighton Art Centre
- Assist with the development and implementation of new e-commerce and point of sale systems
- Assist with inventory management and data entry
- assist fellow staff members with special events including preparations, set up, take down, and staffing of annual fundraiser and online arts festival.
- Work as part of a team occasionally assisting with cleaning, answering phones, guiding tours, and general customer service.

This position will develop skills in client services, teamwork, communication, leadership, and problem solving.

**Client service:** The Gallery Attendant will be required to interact with all members of the public including artists, shoppers, teachers, students, parents, and children on behalf of the Leighton Art Centre. They will be expected to communicate efficiently and professionally when answering questions about the organization, exhibitions, and merchandise.

**Teamwork:** The Gallery Attendant will be a valuable member of the Leighton Art Centre team. They will work closely with the Visitor Services Manager and other LAC staff. They will be expected to coordinate tasks, share resources, plan, make decisions, negotiate, solve conflicts, and lend a hand if needed.

**Communication:** The Gallery Attendant will need to be a skilled communicator who will speak with visitors with wide ranging backgrounds and needs. They will convey ideas on art, history, and nature as a first point of contact with the public.

Leadership: The Gallery Attendant will enhance their leadership skills in this role by building relationships, communicating effectively, working as a team member, demonstrating initiative and, and taking responsibility for the completion of tasks that require multiple employees.

Digital skills: The Gallery Attendant will process payments in the gallery shop and will develop skills with the digital interface of our point of sale and inventory management systems.

Problem solving: The Gallery Attendant will be a main point of contact with visitors. They will be required to think quickly, analyse the situation, and decide on a course of action should any conflict or accident arise.

Requirements:

- Energetic and friendly with strong verbal communication skills
- Experience in retail environments
- Technologically savvy with the ability to learn new e-commerce and point of sale systems
- Artistic background is an asset
- Must be between the ages of 16 and 30 to be eligible for Canada Summer Jobs placement, and must be legally entitled to work in Alberta
- Must have a reliable vehicle and valid driver's licences

**Apply by May 13:**

Send your cover letter and resume to Christina Cuthbertson, Executive Director:  
[christinac@leightoncentre.org](mailto:christinac@leightoncentre.org)