

LEIGHTON ART CENTRE

GUEST SERVICES AND GALLERY SHOP ASSISTANT

Leighton Art Centre (LAC) is a designated Alberta Historic Resource located 15 km south of Calgary, Alberta in the former home of 20th Century artists and art educators A.C. and Barbara Leighton. We are a non-profit organization operating a museum, galleries, shop, outdoor trails, and education centre. Leighton Art Centre is in a rural location; a reliable vehicle is required.

We are looking for an energetic, flexible, adaptable, and organized person who can successfully navigate diverse responsibilities within our unique organization. The successful candidate should have a background in retail environments and customer service, as well as an interest in museum studies, art history, and fine art.

Part Time Position:

Days: Friday, Saturday, Sunday (opportunity for additional days during busy seasons)

Hours: 9 am - 5 pm

Wage: \$18 per hour

Start Date: as early as August 25, 2023, but negotiable

POSITION OVERVIEW:

The Guest Services and Gallery Shop Assistant is an integral member of the Leighton Art Centre Team and will work closely with the Guest Services and Gallery Shop Manager in all aspects of guest experience and retail operations. The position entails diverse responsibilities, including but not limited to greeting guests, dealing with customer and artist inquiries, selling artist members' artwork, data entry, curating attractive displays of products, and ensuring positive interactions with the community.

DUTIES:

Guest Services

- Serves as the first point of contact for visitors, artists, and community
- Answers general questions in person and over the phone/email
- Provides information on programs and operations, communicates LAC's mission/vision, and provides short historical tours of the house
- Tracks and records daily visitor attendance

Gallery Shop

- Assist in the receiving, storing, pricing, displaying, shipping, and returning of artwork
- Maintain a pleasant, inviting, and clean gallery shop
- Use point of sale system to sell product and track artist consignment
- Maintain up to date and organized inventory, product SKU, and labelling system
- Assist with monthly members collection, online gallery shop, and social media posts
- Opening/closing the museum/gallery/shop/property gates, including setting the alarm
- Assist with the art inventory storage and shipping areas keeping them organized
- Assist staff members with special events, including preparations, set up, and take down

QUALIFICATIONS AND COMPETENCIES:

- Must possess excellent oral/written communication skills and problem-solving skills
- Ability to positively interact with all members of the public, including artists, visitors, teachers, students, parents, co-workers, and administration
- Excellent computer and organizational skills.
- Ability to take initiative and pay attention to detail.
- Ability to work both independently and as part of a team.
- A valid First Aid Certificate is an asset

Interested applicants are invited to submit a cover letter and resumé to Joanne Smith via email: gallery@leightoncentre.org.

Deadline to apply is August 20, 2023.

We thank all applicants for their interest. Only eligible candidates considered for an interview will be contacted.