

Gallery Shop & Guest Services Volunteer

Join us as a Gallery Shop & Guest Services Volunteer and make a tangible difference to our visitors and to Leighton Art Centre! You will play a crucial role in assisting our Gallery, Museum and Gallery Shop spaces by helping our staff with the day-to-day operations and services that make our visitor experience exceptional.

Potential start date: April 28, 2024.

Our ideal candidate could commit to a regular schedule of Sundays.

For more info or to volunteer: gallery@leightoncentre.org.

Responsibilities:

- Assist the Gallery Shop, Guest Services Manager and Staff with inventory management and clerical duties, which may include activities such as displaying, counting, sorting, & barcoding products, filing and other office related tasks
- Assist with guest service duties such as, greeting & counting visitors, offering a brief history of Leighton Art Centre, information about current exhibitions and programs, and/or a short tour of the house
- Support Gallery Staff with customer purchases and wrapping as needed
- Assist with light cleaning duties such as dusting, sweeping, and vacuuming as needed
- Assist with general care and maintenance of the Atrium and with various other activities that may involve lifting, bending, and going up/down stairs

Qualifications:

- Availability for a 10 am to 4 pm shift, primarily on Sundays, with flexibility for other days
- Ability to positively interact with all members of the public and Gallery staff
- Ability to take initiative, pay attention to detail, and work both independently and as part of a team
- Must have own transportation to and from the Leighton Art Centre

Benefits:

- Opportunity to make a meaningful impact by supporting our vision and mission at the Leighton Art Centre
- Develop teamwork, communication, and retail/office management skills in a collaborative environment
- Work with a community of like-minded individuals dedicated to fostering the art, nature, and history