



Art Gallery of **ALGOMA**

Job Title: Visitor Service Representative, Canada Summer Jobs

Reports to: Executive Director

JOB SUMMARY:

Art Gallery of Algoma (AGA) is looking for the Visitor Services Representative, funded by Canada Summer Jobs. The Visitor Services Representative position provides opportunities to gain knowledge about marketing, customer service and about art.

Successful candidate will learn about AGA exhibitions on display during the summer, about art classes/workshops offered at the AGA, about special events at the Gallery, about summer classes for children and youth, the use of Point of Sale System, tours offered at the Gallery including sculpture park and Group of Seven in Algoma presentations, will learn about tourism offerings in the city, will gain administrative skills, and general customer service.

The Visitor Services Representative will greet visitors; assist with public relations, promotion of the Gallery Shop, AGA programming and events; will create posters and other promotional materials; regularly update social media; assist with fundraising efforts at the AGA; assist in the Gallery Shop, and the Gallery Café. The Visitor Service Representative will conduct tours offered by the Gallery on as needed bases and as per information provided by the Gallery staff. The Visitor Services Representative will maintain reports to provide status of their work and accurate number of visitors.

Considered candidates will have education and/or experience within arts, design, marketing, public relations, customer service, and not for profit sector. Computer skills are mandatory including proficiency in Microsoft Office (Word, Excel, Power Point, Photoshop), and knowledge of social media (Facebook, Twitter, Instagram, YouTube). Successful candidate should be fluent in English (written and spoken). Spoken French will be considered an asset.

The successful candidate will be willing to work evenings and weekends and at special events when required. The candidate will be trained and supervised by the Executive Director or Director's designate.

Application Criteria

According to the Provincial and Federal funding eligibility criteria, candidates:

- Will be between 16 and 25 (or 30) years of age at the start of employment;
- Are willing to commit to the full duration of the work assignment in duration of 8 weeks;

- The candidate must be a full-time student (as defined by their educational institution) in the semester preceding the placement;
- The candidate must intend to return to full-time studies in the semester following the summer placement.

Expected start date for this position is June 11, 2019. Duration of the job is 8 weeks. Hourly rate is \$14.00.

Application for this position will be accepted until 5pm on May 18, 2019. Please submit your application to the Art Gallery of Algoma, 10 East Street, Sault Ste. Marie, ON P6A 3C3; Attention: Jasmina Jovanovic, Executive Director, or by email to jasmina@artgalleryofalgoma.com.

Please submit cover letter, resume (including three references) and contact information. Only selected candidates will be contacted for an interview. Candidates who have already submitted resumes to date will be considered for current job opportunities. The AGA is an equal opportunity employer.