

## **VANCOUVER ART GALLERY ASSOCIATION**

3 TEMPORARY POSITIONS AVAILABLE – June 1 – October 1, 2017

**VISITOR SERVICES ASSOCIATE**

**ADMISSIONS INFORMATION CLERK**

### **DUTIES:**

Reporting to the Director of Operations & Museum Services, Visitor Services Associates welcome guests, provide information about ticket options, serve as a cashier handling cash, debit and credit card transaction and work in the coat check area of the Gallery. When working in the admissions area, sells admissions to the gallery and may sell tickets to special events; receives cash, operates a cash register, makes change, handles credit and debit charges; and responds to a variety of queries from Gallery visitors. When assigned to the coat check area, receives and secures visitors' belongings such as bags, umbrellas, and coats for safekeeping and responds to a variety of queries from Gallery patrons. All duties are to be performed while providing a high level of customer service.

### **QUALIFICATIONS:**

Completion of Grade Twelve plus knowledge of point-of-sale systems. Excellent interpersonal and communication skills. Ability to maintain focus and professional demeanor while serving large numbers of visitors. Display a high attention to detail and show initiative and be able to assess and resolve visitor needs quickly. Some knowledge of MS Office suite. Visual art related knowledge/education is an asset.

**SALARY:** Pay grade 11, Step 2: \$18.44 per hour plus % in lieu of benefits

**HOURS:** Schedule may vary according to operational needs, hours will range from 4 – 24 hours per week. Evenings and weekends are required.

Please send your resume by Friday, April 28, 2017 to the Director of Human Resources, Vancouver Art Gallery, 750 Hornby Street, Vancouver, BC V6Z 2H7, Fax: 604-682-1086, email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*