



ARTS COUNCIL OF NEW WESTMINSTER
PO Box 16003, New Westminster, BC V3M 6V6
info@acnw.ca | acnw.ca | 604-525-3244

THE GALLERY AT QUEEN'S PARK **GALLERY ATTENDANT**

The **Arts Council of New Westminster (ACNW)** is a non-profit organization dedicated to the visual, literary and performing arts. Its aim is to bring the community together through the Arts. The **ACNW** operates The Gallery at Queen's Park, featuring visual art exhibitions by local, emerging, and established artists, as well as serving as a hub for creatives in New Westminster by hosting a variety of talks, workshops and special events.

The **ACNW** is seeking friendly, outgoing and self-motivated individuals with exceptional customer service skills to provide the front-line greetings to our Gallery patrons and visitors. The **Gallery Attendant** will work at The Gallery at Queen's Park and is an excellent position for someone who is interested in gaining work experience or developing existing skills in customer service in the Arts.

Responsibilities include (but are not limited to):

1. Opening and closing Gallery; keeping the Gallery clean and organized
2. Learning about the ACNW, Gallery exhibitions, artists and related events; representing the Gallery and the ACNW in a professional manner
3. Providing front-line communication to the general public regarding the ACNW, the Gallery and its programs; greeting Gallery visitors and answering inquiries
4. Visitor tracking; inputting attendance statistics
5. Keeping a watchful eye on the donation box
6. Performing occasional support tasks

Work Schedule: minimum one (4 hour) shift every two weeks; Wed. 1-8pm, Thurs-Sun, 1-5pm

Key Competencies

- Excellent interpersonal and communication skills; fluency in written and oral English
- Comfortable with dealing with the public; friendly, professional and personable
- Willing to learn about the ACNW, its programs, Gallery exhibitions and related events
- Self-motivated; demonstrated ability to work independently; comfortable working alone
- Attention to detail and accuracy; information monitoring skills

Volunteer Benefits

- Art Gallery work experience; learning about the Arts in your community
- Valuable contribution to/engagement with the New Westminster Arts community
- Reference letter after 50 hours
- A Seasons Pass to our "Last Monday at the Movies" program
- Invitation to an annual volunteer appreciation event
- Much appreciation by the staff of The Arts Council of New Westminster

Submit your application at <http://acnw.ca> and fill out the online form, or email info@acnw.ca
For more information, please call the Gallery at 604-525-3244.

ARTS COUNCIL OF NEW WESTMINSTER – BRINGING COMMUNITY TOGETHER THROUGH THE ARTS
CELEBRATING OUR 50TH ANNIVERSARY ~ 1967 - 2017

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