



Arts Council of New Westminster

PO Box 16003, New Westminster, BC, V3M 6W6

info@acnw.ca | 604-525-3244

acnw.ca | @ArtsCouncilNW

THE GALLERY AT QUEEN'S PARK **ARTIST RECEPTION HOST**

The **Arts Council of New Westminster (ACNW)** is a non-profit organization dedicated to the visual, literary and performing arts. Our aims 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 to fill the volunteer position of **Artist Reception Host** to work at The Gallery at Queen's Park. This is an excellent position for someone who enjoys lively arts environments and wants to gain experience and/or develop existing skills in the art of hospitality.

Responsibilities include (but are not limited to):

1. Assisting with the set-up, hosting, and clean-up of Gallery receptions and events
2. Engaging and interacting with artists and the public during Gallery events
3. Taking and recording attendance statistics of Gallery visitors

Work Schedule: A commitment of 1 day per month (3 hour shift), typically the first Wednesday of each month, 5:30pm – 8:30pm

Knowledge and Experience

- An interest and/or background in arts hospitality / hosting Gallery receptions
- A Serving It Right certificate is an asset

Key Competencies

- Excellent communication skills in English - written and verbal
- Comfortable dealing with a wide range of people; excellent interpersonal skills
- Ability to work independently and collaboratively as part of a team
- Comfortable working evenings
- Punctual, courteous and professional in manner and appearance

Volunteer Benefits

- Work experience in the art of hospitality
- Valuable contribution to/engagement with the New Westminster Arts community
- Making connections with like-minded individuals; regularly meeting new artists
- Reference letter after 50 hours
- Invitation to an annual volunteer appreciation event
- Much appreciation by the staff of The Arts Council of New Westminster

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