

## VISITOR & ADMINISTRATIVE SERVICES

The TOM THOMSON ART GALLERY has an opening for a Visitor & Administrative Services position. This is a six month contract position with the possibility of it being extended. Weekly hours will vary based on a standard work week from Wednesday to Sunday with flexible scheduling in order to oversee openings, special events and programmes. This position is subject to irregular hours, evening and weekend work as required. May be required to work overtime and holidays. Wage is \$16/hr.

Duties include:

- Managing gift shop & visitor services desk
- Scheduling for front desk and volunteers/docents
- Volunteer training /recruitment
- Assisting Marketing & Development Manager
- Gallery contact customer/visitor inquiries
- Planning and co-ordinating opening receptions, community events and fundraising events
- Filing, ordering office supplies, scheduling service and repair calls
- Maintains memberships database and services
- Assisting Marketing & Development Manager with annual campaigns
- Assisting Marketing & Development Manager with assembling sponsorship packages
- Distribution of Gallery's Activities Guide and marketing material
- Facility Rentals

The ideal candidate will have:

- Post-Secondary education with degree or diploma in Business Administration, Marketing or related studies, or combination of education and experience in office management
- Knowledge and experience with computer software including Office, Publisher, Database, Mailchimp and social media management.
- Strong communication skills, verbal and written
- Previous experience in art gallery/museum and/or cultural organization(s) an asset
- Previous experience in retail management an asset
- Demonstrated supervisory skills
- Excellent public relations skills
- High level of organizational skills
- Ability to work with a team and diverse groups of people
- Proficiency in both official languages is an asset
- Ability to work well with others and commitment to collegial work environment

Applicants please submit Resume and Cover Letter to Suzanne Watson at [swatson@tomthomson.org](mailto:swatson@tomthomson.org)