

We're Recruiting For...

ART GALLERY RECEPTIONIST

Reporting to the Art Gallery Director, the Art Gallery Receptionist the CCAG's first point of contact and knowledge navigator for visitors to the Confederation Centre Art Gallery. They serve as an important liaison to assist, guide and educate our patrons.

Responsibilities include but are not limited to:

- Welcoming visitors to the CCAG with a friendly smile;
- Selling admission tickets or summer passes to visitors;
- Informing visitors of our admission by donation policy as appropriate (for receptionist on Thursday evening in summer);
- Providing information on upcoming events, and programs or direct to website for additional information on educational program registration;
- Providing brief information about the exhibitions on view, providing directions to other parts of the Confederation Centre of the Arts ("the Centre") and assisting visitors with more general tourism-related questions.
- Redirecting specific enquiries to appropriate staff as needed;
- Answering phone calls and redirecting to staff member as required;
- Encouraging admission by donation for admission by donation hours;
- Selling art books (cash/debit/credit card transactions on handheld terminal);
- Completing daily cash reports and incident reports, if required;
- Maintaining daily visitor stats in Excel spreadsheet;
- Encourage visitors to complete an online visitor survey and encouraging them to tag the gallery [#CCAG] in the social media posts;
- Other duties as required.

In addition to being an extremely organized, detail oriented individual who enjoys interacting with the public, applicants should possess the following qualifications:

- Strong customer service skills and experience;
- Knowledge and interest in visual arts;
- Strong verbal communications skills in English (French speaking would be an asset);
- Proficiency using Microsoft Excel;
- Strong time management and organizational skills, and ability to prioritize and exercise good initiative and judgement;
- Strong interpersonal skills and ability to work well with others;
- Current first aid certificate required or willingness to complete the training.



CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

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How To Apply

Interested candidates should submit their résumé and covering letter, detailing their qualifications as they relate to the position, to the attention of John Mooy, Director of Human Resources, by email at careers@confederationcentre.com or hard copy during regular business hours at the Security Desk of the Administration Offices located at 145 Richmond Street in Charlottetown.

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from the BIPOC community, persons with disabilities, and other under-represented groups. Where requested, we will provide accommodation to candidates for all aspects of the recruitment and selection process.

Closing Date: June 28, 2024 at 4 pm

Posted Date: **Friday, May 3, 2024**

Title: Art Gallery Receptionist

Hourly Rate: \$16/hr.

This is a permanent casual position with part-time hours and weekend flexibility.