



**CONTEMPORARY
CALGARY**

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**Contemporary Calgary
Gallery Attendant
Full time and part time**

Contemporary Calgary's mission is to provide Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. Contemporary Calgary shares a passion for art that is relevant, meaningful and challenging. We believe in the power of art to transform the places and the lives we live.

Job Description

Gallery Attendants act as an informal interpretive resource to visitors, they help foster deeper, richer knowledge and understanding of the art and its relationship to our local and national environment. Gallery Attendants are responsible for establishing an inclusive atmosphere by welcoming guests and providing information on the organization and programming, while ensuring the security and safety of artworks. The Gallery Attendant will work regular gallery attendant hours including weekends and occasional evenings to assist with programs and special events. In addition, Gallery Attendants are responsible for assisting gallery staff with a variety of important administrative tasks.

Daily Duties and Responsibilities:

- Opening and closing the gallery space as per gallery procedures
- Greeting visitors and offering programming information
- Answering questions from visitors in person, by telephone, and by email
- Receiving and forwarding calls to gallery staff, or taking messages outside of office hours
- Tracking attendance statistics
- Monitoring the exhibition spaces and artwork, and recording any findings as necessary
- Communicating any security issues to the staff, and any artwork, equipment, or exhibition space issues to the Chief Curator
- Tracking and receiving payments for memberships
- Maintaining cleanliness of the front entrance and other public areas as required (sweeping, keeping front desk organized, etc.)
- Maintaining all in-gallery interpretive materials
- Completing required exhibition readings as assigned to develop a deeper understanding of all current exhibitions
- Leading public and private tours as needed



- Managing the gallery membership database on an ongoing basis
- Contributing to social media outlets including Twitter and Instagram on an ongoing basis
- Working at occasional special events: opening receptions, public programs, etc.
- Monitoring the exhibition space for the purposes of art protection
- Upholding and communicating gallery rules and regulations
- Engaging the public in conversation about exhibitions and the key messages of the exhibitions
- Monitoring and assisting in-gallery activities as required
- Maintaining professional museum standards and ethics by working within the *Ethical Guidelines* outlined by the Canadian Museums Association
- Other duties as required

Qualifications:

- 1-3 years of post-secondary education in fine arts, art history or related subject matter
- Excellent verbal and written communication skills in English. Fluency in French is considered an asset but is not essential.
- Understanding of Calgary's art community
- Comfortable in a public speaking role and effective communicator
- The ability to work independently under general direction and in a team environment

Please submit to careers@contemporarycalgary.com, Subject Line: Gallery Attendant Application.

Not all applicants will be contacted for an interview.