



**CONTEMPORARY
CALGARY**

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Job Title: Lead Gallery Attendant & Gallery Attendant
Location: Contemporary Calgary, 701 11 St SW, Calgary, AB
Full or Part Time: Casual/Part-Time
Salary: \$15-\$17/hr
Closing date: July 25, 2024

Please apply with a cover letter and resume in PDF format to
careers@contemporarycalgary.com

Subject Line: Gallery Attendant Application
Not all applicants will be contacted for an interview

About Contemporary Calgary

Contemporary Calgary provides Calgary and its visitors with a significant visual arts destination dedicated to modern and contemporary art. We believe that art can foster conversation, encourage the exploration of new ideas, and ultimately transform the places we live and the lives we lead.

With recent exhibitions that include ground-breaking contemporary names like Yoko Ono, Robert Houle, Chitra Ganesh, Diane Arbus, Marman and Borins, and Marcel Dzama, the Gallery plays a central role in Canada's cultural landscape and is pivotal to the continued growth of Calgary's growing contemporary art quarter.

As a young and ambitious institution, we uphold the values that make us a welcoming, inclusive, engaging and relevant space that is expansive in its representation of artists and ideas.

Contemporary Calgary is an equal opportunity employer committed to creating a diverse, respectful and inclusive environment that is reflective of the community we serve. We encourage applications from all qualified candidates.



Gallery Attendant (casual/part-time)

We are currently seeking casual/part-time Gallery Attendants and Lead Gallery Attendants to join the Contemporary Calgary team.

Job Description

Gallery Attendants are integral to the visitor experience at Contemporary Calgary, embodying the institution's commitment to fostering meaningful engagement with contemporary art.

They warmly welcome and guide visitors throughout the building, facilitating conversations and interactions with art and ideas. By cultivating an inclusive atmosphere, they ensure that every individual feels empowered to explore, question, and interpret the exhibitions and artworks on display.

In essence, Gallery Attendants serve as custodians of knowledge and understanding within Contemporary Calgary. With their dedication and expertise, they elevate the visitor experience, encouraging deeper connection and richer knowledge of contemporary art.

The Gallery Attendant will work regular opening hours (Wed to Sat: 12-7pm & Sun: 12-5pm) 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.

Gallery Attendant Role & Responsibilities:

- Interacting with the visiting public and engaging them in conversation about the exhibitions
- Greeting visitors, answering their questions and offering programming information



- Delivering thoughtful and educational Daily Exhibition Tours for a variety of visitors
- Opening and closing the gallery space as per gallery procedures
- Completing required exhibition readings as assigned to develop a deeper understanding of all current exhibitions
- Monitoring the exhibition spaces, providing art protection and enforcing gallery rules
- Tracking attendance statistics and reporting feedback from visitors
- Maintaining cleanliness of the front entrance and other public areas as required
- Monitoring and assisting in-gallery activities as required
- Working at occasional special events: opening receptions, public programs, etc.

Lead Gallery Attendant Role & Responsibilities:

- Gallery Attendant Role & Responsibilities as seen above.
- Acting as the main reception at the front desk both in person and over the phone
- Completing daily sales for admissions, memberships and the Gift Shop
- Leading the team of Gallery Attendants on specific Lead Shifts
- Supporting the training of new Gallery Attendants

Experience and Qualifications:

- Friendly demeanor with excellent verbal communication and customer service skills
- Comfortable in a public speaking role and effective communicator
- The ability to work independently under general direction and in a team environment
- Integrate and work well with existing staff
- Be presentable in appearance and comfortable interacting with visitors



- Is highly motivated and ready to take on tasks, problem solve and adapt to new situations
- Excellent verbal and written communication skills in English
- Fluency in French and/or a second language is considered an asset but is not essential
- Understanding of Calgary's art community and/or education in fine arts, art history or related
- subject matter is considered an asset but is not essential

In the spirit of respect and truth, Contemporary Calgary acknowledges the traditional territories of the people of the Treaty 7 region in Southern Alberta, which includes the Blackfoot Confederacy (comprising the Siksika, Piikani, and Kainai First Nations), as well as the Tsuut'ina First Nation, and the Stoney Nakoda (including the Chiniki, Bearspaw, and Wesley First Nations). The City of Calgary is also home to Métis Nation of Alberta, Region III. We also acknowledge that Contemporary Calgary's building is situated on land immediately adjacent to the Bow River that has shaped this land and its people for generations.