

Job Title	Docent/ Tour Guide
Position Reports to:	Becky Hewis, Volunteer Coordinator
Time Commitment:	<ul style="list-style-type: none"> • 3-4 hour shift per week. Shifts are available 7 days a week • Additional shifts to be covered over seasonal hours and special events, occasional weekend shifts (5 per year) • Periodic Sensitivity Training
Position Requirements	<ul style="list-style-type: none"> • Vulnerable Sector Police Check • 2 references (at least 1 professional reference) • Membership to the AGB is encouraged • Ongoing Health and Safety training

Training and Orientation

Volunteers should be prepared to commit to this role for an extended period of time. **Initial Training:** All new volunteers will do additional short shifts each week for the first month for on the spot training from staff and seasoned volunteers
Trial Period: All new volunteers will be on a probationary period for 3 months. At the end of 3 months, their role will be reviewed by the volunteer coordinator and shop manager, at which point, both parties will assess if the role is a good fit for the individual.

Position Overview

Originally established by volunteers over thirty years ago, the AGB Shop supports the Art Gallery of Burlington through profits generated by selling Studio Craft and Fine Art, exclusively by Canadian Artists. Shop volunteers offer knowledge and insight about our shop collection to all patrons of the gallery, help maintain the space and welcome visitors into our gallery.

Position Responsibilities

- Responsibility for selling fine art and studio crafts
- Ensure visitors feel welcome at Art Gallery of Burlington
- Unpacking, receiving, pricing and restocking of merchandise
- General housekeeping
- Processing sales and rentals
- General knowledge of artists represented in the shop

Our Vision:

The Art Gallery of Burlington frees minds and feeds spirits by sharing, supporting and influencing the visual culture of our times.

Position Qualifications

- Excellent customer service skills
- A passion for art and the ability to convey that enthusiasm in a professional and engaging manner
- Flexibility and a willingness to learn in a team environment
- An interest in working with all kinds of gallery visitors, including children, young adults, educators, seniors, visitors with special needs, and those for whom English is not a first language
- Comfortable with working with computers
- Ability to access our online learning platform and volunteer logging database
- Ability to spend 3 hours standing, occasional heavy lifting

Position Benefits

- Reciprocal membership to many galleries in southern Ontario with AGB membership
- Invitations to Openings and other Gallery events
- Semi-annual appreciation events
- Deep connection to the Arts Community within Burlington and beyond
- Participate in studio tours
- After 3-month trial period, a parking pass will be granted to those with an AGB membership. This will be renewed annually. Alternately, volunteers may choose to receive a credit of \$95 towards an art class of their choice (also annually).

Please note: All volunteers receive an annual review to ensure all necessary paperwork is up to date and volunteers and staff alike feel that the role is well suited to the individual.



How to apply/contact:

Please note that all volunteer applications must include:

- A cover letter indicating why you are interested in volunteering with the Art Gallery of Burlington
- a resume that highlights previous experience related to the position

If interested, please contact Becky Hewis at becky@agb.life

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