



ART GALLERY *of* BURLINGTON

### Facility and Hospitality Assistant

#### About the Art Gallery of Burlington:

The ART GALLERY OF BURLINGTON is Burlington's art gallery and community art centre, a place of intersection where creators, cultures and communities converge. It presents many regional, national and international exhibitions a year, and is home to the world's largest collection of contemporary Canadian ceramics, as well as seven art and fine craft guilds. The AGB provides art and craft education programs and public tours for people of all ages, and spans over 44,000 square feet with seven fully equipped studios, three galleries, a one-of-a-kind gift shop, a sculpture courtyard and year-round conservatory. The Art Gallery of Burlington is located at 1333 Lakeshore Road, Burlington, Ontario.

#### Position Summary:

The Art Gallery of Burlington is looking for a part-time Facility and Hospitality Assistant. Qualified candidates would be able to provide high quality assistance with rental events, set up and taking down studios and rental spaces, and ensure the safety and security of the building and its users. Must be available for evening and weekend shifts. Please note: *this is not a seasonal position*

#### Qualifications:

- Service oriented individual
- Demonstrated ability to work within a team environment and independently
- Ability to accurately and efficiently set up rooms for meetings and rentals
- Must be available to work nights (until approx. 11pm) and weekends
- Experience in the hospitality field and/or working at event based functions

#### Skills:

- Must have excellent communication, public relations and problem solving skills
- Must be computer literate in Microsoft Office and have working knowledge of office equipment
- Possess current basic First Aid and CPR certification, or willing to be trained
- Custodial Skills and or light cleaning experience is required for this position
- Experience with Point of Sale system considered an asset
- Catering experience and/or Smart Serve is also an asset

#### Experience:

- Minimum 1 year experience in Hospitality or venue environment or associated training
- Familiarity with computer systems
- Previous experience in a public environment

#### Position Details:

Part-time; 15-25 hours per week (or more depending on events). Must be available nights and weekends.

#### How to Apply:

For more information on this position please visit [www.AGB.life/careers/](http://www.AGB.life/careers/). Please send your resume to [gillian@agb.life](mailto:gillian@agb.life)