

AUDAIN ART MUSEUM

Visitor Services

Become an integral part of the Audain Art Museum, a 56,000 square foot institution in Whistler, British Columbia. The Audain Art Museum provides a home to a Permanent Collection, which contains 200 works of art including Emily Carr, E. J. Hughes, historical and contemporary First Nations works and a wide range of modern and contemporary British Columbia artists. The Audain Art Museum also contains an exhibition space for changing Special Exhibitions.

We are currently searching for full-time and part-time Visitor Services associates.

Visitor Services Key Duties and Responsibilities:

- Follow opening and closing procedures.
- Provide friendly and helpful customer service to all guests.
- Greet visitors; provide information on admission and membership.
- Answer phone enquiries and transfer or take messages as appropriate.
- Sell admission and Memberships at the Admissions Desk. Sell merchandise in the Museum Shop.
- Process incoming and outgoing emails.
- Sharing your product knowledge of the Shop artists with our customers.
- Additional duties as required.

Qualifications:

- Experience working in an office, front desk or retail environment.
- Friendly, helpful and approachable with strong customer service skills.
- Flexible, accommodating, adaptable with a positive attitude.
- Previous experience in sales an asset.
- Interest in art and/or museums desirable.
- Strong computer skills, particularly with POS and Microsoft programs.
- Organized with an excellent attention to detail.
- Willing and able to work flexible hours as required including evening and weekends.
- Enthusiasm, drive and commitment to the position and the organization.
- Maintain a professional image through dress and manner.
- Ability to sustain physical activity walking up and down stairs, pushing carts and setting up tables and chairs as needed.

Please send your cover letter and resume to:

Sonya Lebovic, Museum Shop & Admissions Manager
slebovic@audainartmuseum.com

We thank all applicants for their interest, however, only those selected for an interview will be contacted.