

AUDAIN ART MUSEUM

Whistler, British Columbia

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.

Position: Visitor Services Associate
Shifts: 1-3 shifts per week
10:45am – 6:15pm, and from time to time evening event shifts are required.
The Museum is closed Tuesdays and Wednesdays.
Term: Permanent, part-time
Wage: \$24 per hour
Location: Whistler, British Columbia

Key Duties and Responsibilities:

- Follow opening and closing procedures.
- Provide friendly and helpful customer service to all guests.
- Greet visitors; provide information on the Museum, admission and membership.
- Answer phone enquiries and transfer or take messages as appropriate. Process incoming and outgoing emails.
- Sell admission tickets and memberships at the Admissions Desk.
- Share product knowledge of the Shop artists with guests and sell merchandise in the Museum Shop.
- 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 Office programs.
- Organized with an excellent attention to detail.
- Willing and able to work flexible hours as required including evenings and weekends.
- Maintain a professional image through dress and manner.
- Ability to sustain physical activity walking up and down stairs, pushing carts and lifting up to 30lbs.

Applicants are requested to submit their resume including a cover letter 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.