



## **Visitor Services Assistant (Canada Summer Jobs 2020)**

### **Bill Reid Gallery of Northwest Coast Art**

639 Hornby Street, Vancouver BC  
604.682.3455

Period of employment: May 25 - August 16, 2020 (12 weeks)  
Hours: 9:30 a.m. – 5:00 p.m. Wednesday to Sunday (7 hours per day with 1/2-hour lunch)  
Salary: \$15.00 per hour

The mandate of the Bill Reid Gallery (BRG) is to reveal the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and inspirational contemporary art. In 2020, the Bill Reid Gallery is excited to celebrate the 100th anniversary of the birth of Bill Reid, and the 20th anniversary since the creation of the Bill Reid Foundation, which oversees the operations of the gallery. We respectfully acknowledge the Coast Salish Peoples on whose traditional territories we live and work, and all the First Nations of the Pacific Coast.

### **Job Description:**

The Visitor Service Assistant will work closely with the Visitor Service Manager for the employment period. The Visitor Service Assistant will focus on customer service such as greeting visitors to the museum; provide orientation and information about the exhibitions, and about our organization. The student will work with gallery staff to research, write and present a daily tour of the exhibitions. The student will also assist with special gallery program and activities.

This is a unique opportunity for a student interested in Cultural Resources, Tourism, Public Programming, Museum studies to gain important experience on the front lines of a non-profit organization. The student will also be immersed in the wonderful artwork of Bill Reid, and be given the opportunity to gain a deeper understanding of Indigenous cultures and values. The Visitor Service Assistant must be organized, able to multi task and perform other related duties as required.

The Gallery Assistant will acquire skills in working with the public, customer service, handling payments and point-of-sales systems, researching, writing and presenting public tours. They will gain strategic planning, problem solving and leadership skills under direction of gallery staff. The setting will provide experience in cultural diversity, working as a team, and working collaboratively.

### **Skills Required:**

- This position is suited for students in the field of Tourism, Cultural Resource Management, Communications, Indigenous studies, Fine Arts, Museum studies, or Curatorial studies;
- Must be a full time student between the ages of 15 and 30 and intend to return to your studies in the fall;
- Indigenous students are encouraged to apply;
- Good level of computer literacy in Office, email;
- Fluent in English, Indigenous language would be an asset;
- Knowledge of Northwest Coast art and Indigenous cultural history an asset; and,
- Candidates will be chosen on the basis of their skill level and ability, therefore we welcome all applicants regardless of race, gender or disability.

### **Applications**

Please forward applications with resume and cover letter by email to:  
Attn: Visitor Services & Gallery Shop Manager  
[cwadhams@billreidgallery.ca](mailto:cwadhams@billreidgallery.ca)

**Applications will be accepted until April 30, 2020**

POSITION IS DEPENDENT ON GRANT FUNDING

We thank all applicants for their interest;

However, only those selected for an interview will be contacted.