

ART CENTRE VOLUNTEER POSITION: RECEPTION & BOUTIQUE

Art Centre Reception & Boutique Volunteers will be immersed in a vibrant local art community. Being located at both the first and last place most guests will visit, our Reception & Boutique Volunteers are an integral part of making visitors feel welcome at the Douglas Family Art Centre. They are responsible for greeting every visitor and answering any questions that they may have about our collection, exhibitions, and programs. Reception & Boutique Volunteers are also expected to learn about the various artists and artisans stocked in the boutique, as well as the other products for art enthusiasts.

JOB TITLE	
Reporting	Shelby Smith, Art Centre Programmer
Time Commitment	<ul style="list-style-type: none"> ● Minimum of one half or full day shift per week. (<i>Shifts are available Tuesday - Saturday from 10am - 5pm year round and 7 days per week in July and August.</i>) ● Commitment to this role for a minimum of 6 months.
Position Requirements	<ul style="list-style-type: none"> ● Vulnerable Sector Police Check ● 2 Professional References ● Membership to The Muse ● Ongoing Health and Safety Training

TRAINING AND ORIENTATION
<p>Volunteers should be prepared to commit to this role for an extended period of time. Our Reception & Boutique volunteers will be expected to possess basic knowledge of the current exhibitions and programs at the Douglas Family Art Centre, as well as the artists and artisans represented in the Art Centre Boutique.</p> <p>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 where they will receive specialized point of sale training.</p> <p>Trial Period: All new volunteers will be on a probationary period for three months. At the end of the three months, their role will be reviewed by the Art Centre Programmer and The Muse Director, at which point, both parties will assess if the role is a good fit for both parties.</p>

POSITION RESPONSIBILITIES

- Greeting all visitors of the Douglas Family Art Centre ensuring that they feel welcome.
- Providing guests with overviews of current exhibitions and upcoming programs.
- Answering any questions guests may have regarding exhibitions, programs, or boutique products.
- Maintaining general knowledge of the artists represented in the boutique.
- Unpacking, receiving, pricing, and restocking of boutique merchandise.
- Performing other administrative duties as needed.
- Completing special projects as assigned by the Art Centre Programmer or Curator.

POSITION QUALIFICATIONS

- Excellent customer service skills.
- Ability to communicate effectively with various types of gallery visitors including children, young adults, seniors, visitors with special needs, and those whose first language is not English.
- A passion for art and the ability to convey that enthusiasm in an engaging and professional manner.
- A willingness to learn about the various exhibitions and programs presented at the Douglas Family Art Centre, as well as the artists and artisans stocked in the Boutique.
- Ability to stand for extended periods of time and perform occasional heavy lifting.
- Competency in working with computers.

BENEFITS

As a member of The Muse:

- Invitations to exhibition openings and other events, including exclusive “Members Only” events.
- Quarterly Museum/ Art Centre Newsletter.
- Free or reduced admission to most exhibits and exhibitions.
- Member pricing on Muse programming.
- 10% discount on gift shop purchases.

As a volunteer:

- Invitations to free “Volunteer Only” educational events with Muse staff, artists, and experts.
- Volunteer hours and career-building experiences (for high-school students).
- Work with artists and art experts from across Northwestern Ontario and Manitoba.
- Annual appreciation events.

HOW TO APPLY:

Interested applicants can submit a completed Volunteer Application Form to Shelby Smith at the Douglas Family Art Centre at 224 Main St. S. Kenora, ON or via email at ssmith@themusekenora.ca

Copies of the Volunteer Application can be found at www.themusekenora.ca/give-and-join/volunteering