



Facility and Hospitality Assistant

About the Art Gallery of Burlington:

The Art Gallery of Burlington is a champion of visual arts in our region. The gallery is a unique organization that combines quality gallery programs with a range of creative activities, including being the home of seven active guilds and related studios. From exhibitions, educational programs for all ages, a one of a kind gallery shop, to a nationally significant collection that differentiates it from all other galleries, the AGB also manages social enterprise initiatives in support of its program offerings.

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 days/nights and weekends.

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 days/nights 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. Must be available days/nights and weekends.

How to Apply:

Please send your resume to gillian@agb.life