

AGNES ETHERINGTON ART CENTRE AT QUEEN'S

Agnes is hiring part-time receptionists!

Job Type: Casual **Job Title:** Part-Time Receptionist

Job Location: Agnes Etherington Art Centre

Salary: \$17.00/hour (~12 hours/week, broken down to 2–3 shifts)

Start Date: January 2021 **Application deadline:** 9 December 2020

Job Description:

The part-time receptionist is the initial and typically the sole point of contact between the Agnes Etherington Art Centre and its visitors. Maintaining the highest standards of courtesy, efficiency, service and security is critical to the Agnes's public face and reputation. The part-time receptionist (~12 hours per week) supports the smooth operation of the Front Desk, including visitor services, admissions, mailings, tidying and light cleaning of public spaces, point of sale transactions and assigned administrative tasks. The part-time receptionist also assists in the staging, monitoring and clean-up of special events and a variety of other duties as needed. We are open holiday Mondays in the summer.

Situated on traditional Anishinaabe and Haudenosaunee Territory, Agnes is a curatorially-driven and research-intensive professional art museum that proudly serves a dual mandate as a leading, internationally recognized public art gallery and as an active pedagogical resource at Queen's University. By commissioning, researching, collecting and preserving works of art, and through exhibiting and interpreting visual culture through an intersectional lens, Agnes creates opportunities for participation and exchange across communities, cultures, and geographies.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ+ community and others who reflect the diversity of Canadian society.

Summary of key qualifications:

- Excellent customer service and interpersonal skills;
- Ability to communicate clearly with visitors and staff, both in person and on the telephone;
- Ability to follow instructions effectively;
- Independent problem-solving and decision-making skills are assets;
- The capacity to pay close attention to detail, complete work in a meticulous and accurate manner, and the ability to multitask effectively;
- Proficiency in the use of Microsoft Office suite (Word, Excel, Outlook), cash registers and fax machines are all assets;
- Familiarity with video surveillance monitoring an asset;
- Knowledge of French and/or other languages is an asset;
- Interest in visual art
- Satisfactory Criminal Records Check and Vulnerable Sector Screening required.

Instructions

Apply via email. Please send the following: Cover letter, résumé with email address and class/commitment schedule. Only applicants selected for interview will be contacted.

Contact

Kate Ducharme | Visitor Services Assistant

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