The Agnes is hiring part-time receptionists!

**Job Type:** Casual  
**Job Title:** Part-Time Receptionist  
**Job Location:** Agnes Etherington Art Centre  
**Salary:** $14.60/hour (~12 hours/week, broken down to 2–3 shifts)  
**Start Date:** 29 April 2019  
**Application deadline:** 1 April 2019

**Job Description:**

The 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, and assigned administrative tasks. The 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.

Agnes Etherington Art Centre is a research-intensive art museum centrally located on the campus of Queen’s University. It illuminates the great artistic traditions of the past and the innovations of the present through year-round programs of exhibitions and outreach activities staged across eight beautiful galleries, the Bieler Studio, and assorted public spaces including the historic Etherington House. Agnes is an experiential learning space for diverse disciplines at Queen’s, and the public gallery for Kingston region. Its superb collections—numbering over 17,000 works—include cutting edge contemporary art and fine examples of Canadian historical art, Indigenous art and artifacts, and material culture including an unusual collection of Canadian Historical Dress and the Lang Collection of African Art. The Bader Collection, focusing on Rembrandt and his school, centers on more than 200 paintings from the Dutch Golden Age, including one portrait and two beautiful character studies by Rembrandt.

**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, work-study entitlement amount (if applicable) and class/commitment schedule. Only applicants selected for interview will be contacted.

**Contact**

Kate Ducharme | Visitor Services Assistant  
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