

POSITION TITLE: Daytime Gallery Attendant
(Part-Time, 32 hours/week)

HOURS: Tuesday - Friday, 9:15-5:15; begins September 2026.
Potential for promotion after 6 months.

JOB SUMMARY: The Art Gallery of Southwestern Manitoba is seeking a Gallery Attendant to cover the gallery's daytime opening hours. Responsibilities include opening tasks, reception duties, data entry, filing, and correspondence. Attendants also assist with patron inquiries, class registration, and work in the gift shop. The Daytime Attendant will assume responsibility for Gift Shop Merchandising and daily till reconciliation.

KEY RESPONSIBILITIES :

- Provide public reception to gallery visitors and class participants.
- Respond to email, phone, and in-person requests for information about art classes, workshops, exhibitions, and gift shop items.
- Handle cash, credit, and debit sales in the gift shop and at the front desk, including reconciliation of the gift shop.
- Complete data entry, filing, and correspondence as requested.
- Update website information for events, classes, and exhibitions, as needed.

REQUIRED QUALIFICATIONS :

- Proficiency with Google Workspace and Microsoft Office Suite
- Competency in social media and listservs
- Experience conducting financial transactions and reconciling sales
- Experience in customer service
- Professional and mature demeanor
- Excellent communication skills in English
- Sound judgment
- Ability to work in a collaborative setting

SPECIAL SKILLS :

- Familiarity and/or interest in cultural institutions and the visual arts
- Experience in retail and customer service environments
- Service-oriented values
- Ability to maintain focus despite regular interruptions
- Attention to detail

DECISION MAKING :

- Scheduling
- Prioritizing tasks
- Redirecting general inquiries where appropriate

Please send your résumé, a letter of introduction, and three references, to:

Art Gallery of Southwestern Manitoba
Attn: Human Resources
hr@agsm.ca
710 Rosser Avenue, Unit 2
Brandon MB R7A 0K9