



---

Plug In ICA

Volunteer Gallery Attendant

4 hours per week for 6 months

Last updated: Wednesday February 15<sup>th</sup>, 2017

Summary

The Gallery Attendant facilitates a positive visitor experience by providing access to exhibitions and programming information; as well as provides service and information to visitors in the gallery shop. Plug In ICA is dedicated to the dissemination of contemporary art through research, public exhibitions and education.

This position is best suited to volunteers looking to gain valuable experience in a professional environment while engaged with contemporary art. Volunteers are crucial to the ongoing efforts and success of Plug In ICA.

The Gallery / Shop Attendant will specifically:

- Enhance visitor experience by offering a positive and welcoming environment to visitors; initiate discussions with visitors about exhibitions on view
- Be responsible for the gallery spaces during your shift.
- Contribute to overall staff efforts towards the development of new audiences
- Encourage purchase of a membership and other sales
- Motivate the public to engage with contemporary art, offer reading materials through shop and mention the availability of the research library
- Maintain a tidy appearance of the gallery shop reception area and galleries
- Record visitor stats during their shift
- Record gallery/shop incidents, patron comments or suggestions, on a daily basis

460 Portage Avenue, Unit 1, Winnipeg, Manitoba, Canada R3C 0E8

T 1-204-942-1043 | [info@plugin.org](mailto:info@plugin.org) | [www.plugin.org](http://www.plugin.org)

- Provide assistance to Plug In ICA staff as required
- Maintain ongoing familiarity with art works and artists exhibited
- Monitor and communicate any maintenance or safety issues or concerns about the safety of the exhibits and/or the visitors to the appropriate staff
- Provide administrative support and answer phones
- Operate cash register
- Perform other duties as assigned

### Qualifications

The ideal candidate will have

- Some experience in direct customer care activities and cash experience
- Demonstrated ability to work independently
- Demonstrated ability to communicate effectively
- Willingness to learn about contemporary artists and gallery related reference sources
- A responsible and reliable character
- A passion for contemporary art
- Keyboard, basic design and Excel skills

### Benefits include

- Complimentary membership, based on logged volunteer hours.
- Letter of reference from Plug In staff.
- Expanded knowledge of Plug In ICA exhibitions & contemporary art in general
- A better understanding of how art institutions operate.

Please direct a letter of interest to [angela@plugin.org](mailto:angela@plugin.org)

A CV is not required for this opportunity, but is helpful to direct tasks to the volunteer that build on their abilities and interests.

\* Plug In ICA requests at least a six-month commitment from the applicants.