



Fort Malden Guild of Arts and Crafts o/a Gibson Gallery

Summer Student Employee - Part Time Position - Office Assistant

The Gallery's Summer Student Employee is responsible for providing excellent member, patron and visitor services for the not for profit seasonal arts and crafts Gibson Gallery, housed in a historical building in the Town of Amherstburg. The successful candidate will have 5 main areas of responsibilities: 1) Gallery Docent, 2) Guide for the historic railroad station and caboose museum, 3) Assisting with Children's Arts and Crafts classes, 4) General office work and maintenance, 5) Sales. The position reports to and receives direction from the Guild's Human Resource designate with supervision by the Gallery's Office Administrator.

The desired skills and qualifications that we are looking for:

- Strong interpersonal skills
- A self-starter with the ability to work independently
- Background in and/or ties to the arts and crafts community. Please be prepared with a portfolio of your recent work.
- Excellent written and verbal communication skills. Computer skills.
- Experience with children
- Must be between the ages of 15 to 30 to meet Canada Summer Jobs grant stipulations

These additional skills are considered assets too:

- Experience working in the arts, tourism and/or not for profit industry
- Proficiency with social media
- Bilingual (comprised of Canada's 2 official languages)

Terms of employment:

- Rate of pay: minimum wage
- Hours: Vary seasonally based on Gallery's operating hours which are from 11 a.m. to 5 p.m. Candidate needs to be available for weekend hours. Employment begins in early April 2025.
- Position's current hours will expand when Gibson Gallery opens for high season in July and August.

If you're a great fit, let us know why! We look forward to receiving your resumes as shown below.

We appreciate the interest of all applicants, however, only those candidates selected for an interview will be contacted. Applications and resumes are requested by March 28, 2025 and may be sent to the attention of:

**Hiring Committee
Gibson Gallery
140 Richmond Street, Amherstburg, ON N9V 1G4
CONFIDENTIAL
treasurer@gibsongallery.org**

Inquiries prior to submitting an application may be made by email to: treasurer@gibsongallery.org