

Mackenzie Art Gallery – Job Description

JOB TITLE: *Gallery Facilitator*
REPORTS TO: Gallery Educator(s)
JOB LEVEL: Level 2

Primary Function:

Working with Gallery Education staff, the Gallery Facilitator's primary function is to assist visitors in the interpretation and enjoyment of gallery exhibitions, events and programs.

Key areas of responsibility:

1. Be responsive to the needs of visitors.
2. Attend and participate in all required training sessions.
3. Prepare, setup and clean-up the studio for tours and programs, including all required materials and supplies.
4. Following appropriate methodologies and procedures, deliver tours and studio programs as assigned.
5. Assist in the development of resource materials, school tour and studio plans.
6. Assist with the planning and coordination of supplies/materials for specific programs (studio supplies, refreshments).
7. Assist with ongoing program evaluation.
8. Maintain a safe and clean environment for program participants.
9. At all times, maintain a high level of professionalism with a focus on surpassing standards of customer service when interacting with Gallery visitors.

Key competencies:

- Requires one year post-secondary, with six months related experience of experience;
- Demonstrated experience in the visual arts;

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- Interested in developing meaningful exchanges in the delivery of tours and programs;
- Excellent written and verbal communication skills;
- Proven ability to work independently, and facilitate groups;
- Passion and comfort with engaging visitors, and public speaking;
- Strong interpersonal skill.