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| Approved By:   | <i>Jon Tupper</i> |
| Date Approved: |                   |
| Reviewed:      |                   |

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| <b>Job Title</b>    | <i>Gallery Officer</i>  |
| <b>Reports To</b>   | <i>Buildings &amp; Security Manager</i>   |
| <b>Work Setting</b> | <i>Part time hours.<br/>Must be available to work evenings and weekends.</i>                                      |
| <b>Remuneration</b> | <i>\$17.17 per hour (effective as of March 30, 2019)<br/>This is a unionized position - CUPE 410, pay grade 2</i> |

### **Key Responsibility**

The Gallery Officer at the Art Gallery of Greater Victoria, as part of a team of staff and volunteers, plays a key role in welcoming the visitor. The range of complementary responsibilities also includes security, technical and administrative functions to ensure visitor safety, protection of the collection, protection of the building and grounds, and support for Gallery programs and events.

### **Duties and Responsibilities**

- Interacts with visitors in a positive and welcoming manner, including orientation and providing information related to the Gallery's collection, public programs and events, as appropriate.
- Ensures visitor safety and staff security at all times.
- Communicates AGGV policies regarding the safety of the collection and ensures staff and visitors adhere to established protocols to safeguard the collection from damage.
- In the event of an emergency, protects the works of art, the building, persons, and property from vandalism, fire, theft, damage, etc., while maintaining order and decorum.
- Conducts opening and closing procedures, including inspection of the gallery spaces, the Mansion and surrounding areas to guarantee there are no safety issues or concerns prior to opening or closing the Gallery to the public.

## **Duties and Responsibilities cont'd**

- Responds to medical and other emergencies and writes incident reports related to specific circumstances in compliance with the AGGV Emergency Response Plan.
- Protects the collection and provides security for retail enterprises on site.
- Provides support for the Gallery's programs and events (Urbanite, openings, shows, receptions) and facility rentals events, including physical set up before and clean up after the event.
- Other duties as assigned.

## **Communications**

### **Internal**

- The Gallery Officer maintains effective communications with the Visitor Experience Supervisor and other members of front of house staff to keep abreast of Gallery programming, events and functions.
- Maintains effective communications with the Facility & Events Coordinator and reviews the facility bookings calendar daily and in advance to prepare for required technical, administrative and set-up requirements.
- Remains current on the policies and protocol of the AGGV Emergency Response Plan.

### **External**

- The Gallery Officer maintains a general awareness of current events in the City of Victoria and region.

## **Qualifications**

- Physical ability to walk and move about work location on foot; work will include periods of standing, sitting, and use of stairs as needed.
- Experience with a variety of AV systems and equipment and using appropriate computer systems and software.
- Ability to lift and/or move items of moderate weight.
- Ability to work occasional evenings and weekends.
- Security certificate an asset.