



CICA Vancouver Volunteer Call

Part-time Gallery Attendant

Organization: Vancouver Centre of International Contemporary (CICA Vancouver)

Deadline: On-going

Organization Description:

CICA Vancouver is a non-profit multidisciplinary art organization established in 2021. We bring global ideas to Vancouver and local ideas to the world. Through exhibitions, panel talks, workshops, and special events, we provide a forum for everyone to step into the art and learn while having fun. We aim to enhance public engagement in the arts and bridge local and international artists for idea exchange, knowledge sharing, and collaboration.

Website: <https://cicavancouver.com/>

Volunteer Opportunity Description:

Gallery attendants play a significant role in operation management and enhancing visitors' experience. Attendants are in charge of welcoming guests, answering inquiries, and informing people about our art centre and exhibitions. Attendants should be enthusiastic about learning and sharing about artists and their work, and they should behave politely. In addition, Gallery Attendants are frequently assigned marketing, administration, and library-related activities.

Responsibilities:

- Greeting visitors and offering programming information
- Answering questions from visitors in person, by telephone, and by email
- Receiving and forwarding calls to gallery staff
- Tracking attendance statistics
- Monitoring the exhibition spaces and artwork, and recording any findings as necessary
- Communicating any security issues to the Lead Gallery Attendant, and any artwork, equipment, or exhibition space issues to the Associate Curator
- Tracking and receiving payments for admissions
- Maintaining cleanliness of lobby and other public areas as required (sweeping, keeping front desk organized, replenishing exhibition brochures and invite cards, etc.)
- Completing required exhibition readings as assigned to develop a deeper understanding of all current exhibitions
- Contributing to social media outlets including Instagram, Facebook and Twitter on an ongoing basis

Qualifications:

Aged 16 or above.



Center of International
Contemporary Art
VANCOUVER

Fluent in English. Working knowledge of a second language will be an asset.
No previous volunteer experience is required, but priority will be given to people who have an art-related education background and/or work experience within related areas.

Time Commitment:

Wednesday - Friday. 2 PM to 6 PM, Saturday 11 AM - 2 PM and 2 PM - 6 PM. Each shift is 4 hours, and your shift will be assigned according to the gallery's requirements and your availability.

A 1-hour training is mandatory on your first shift. Information about the exhibition will be distributed to all volunteers, as well as health and safety guidelines.

How to apply:

Please apply via this link <https://forms.gle/tTHhCsepvtHoqdQ8>

Or email your resume and availability to info@cicavancouver.com. Should you have any questions, please don't hesitate to contact us.

Contact Name: CICA Vancouver

Contact Email Address: info@cicavancouver.com