

# Position Vacancy

THE UNIVERSITY OF  
WINNIPEG



**Posting Date:** January 9, 2012

**Job Vacancy Number:** A03.12

**Classification:** Student Assistant (Gallery Attendant)

**Employee Group:** AESES

**Status:** Existing

**Department:** Art Curator

**Range of Pay:** \$10.16 - \$11.35 per hour + 6% vacation pay

**Hours of Work:** Variable (0-12 hours per week)

(Student Assistants may only be employed up to a maximum of 500 working hours during the period September 30 to April 30)

**Applications are to be submitted to [Human Resources](#) by: January 20, 2012**

**Late applications will not be considered.**

**Include the Job Vacancy # in your cover letter and/or email subject line.**

**Email:** [recruit@uwinnipeg.ca](mailto:recruit@uwinnipeg.ca)

**Fax:** (204) 774-2935

**Mailing Address:** University of Winnipeg, Human Resources

**Office:** 2Mc22S (Reception), 368 Spence Street

515 Portage Avenue, Winnipeg MB R3B 2E9

## THIS POSTING WILL BE USED TO FILL SEVERAL POSITIONS

### REPRESENTATIVE DUTIES

- Opens/closes the Gallery at the beginning/end of the day by turning on/shutting off all Gallery lights; plugging in/unplugging, turning on/turning off, starting up/shutting down equipment; opening/closing doors; ensuring that Security Services unlock/lock doors and de-arm/re-arm the Gallery's alarm system
- Safety/security of Gallery 1C03 exhibits - ensures that artworks exhibited in Gallery 1C03 are not subject to theft or mishandling by the public during hours of operation
- Public relations - greets visitors to Gallery 1C03 and answers any questions that visitors have about the art exhibits to the best of their ability; refers visitors to University Art Curator in situations where they are unable to provide assistance
- Attendance record - maintains a count of the number of visitors to Gallery 1C03
- Alerts the University Art Curator of any problems within the Gallery environment; these can relate to temperature, humidity and lighting issues or concerns for the safety of the artwork or visitors
- When applicable, takes readings of environmental conditions in Gallery 1C03 using a hand-held environmental monitor or a hygrothermograph
- When applicable, handles sales of art exhibition catalogues; this includes maintaining a count of funds in cash box and a count of catalogues at the beginning and end of each shift and returns all cash to the Art Curator for processing
- Performs other related duties as required or assigned

### QUALIFICATIONS

- Must be a full-time student at a high school or The University of Winnipeg, preferably an art history major or with an interest in the visual arts
- Some knowledge of contemporary visual art would be an asset
- On the job training provided
- Ability to follow oral and written instructions, procedures and regulations
- May require the ability to maintain records and handle cash on occasion
- Ability to communicate effectively with visitors who may be students, faculty, staff and the general public
- Ability to work day, evening and/or weekend shifts
- Capable of performing duties as assigned

The Collective Agreement between The University of Winnipeg and The Association of Employees Supporting Education Services (AESES), Clause 6.3, Selection for Vacancy, states: The Employer agrees that Employees with seniority shall have preference in connection with appointments so far as it is practicable to do so, provided that their qualifications are relatively equal.

Note: The University of Winnipeg is committed to employment equity, welcomes diversity in the workplace, and encourages applications from all qualified individuals including women, members of visible minorities, aboriginal persons, and persons with disabilities. In accordance with Canadian immigration requirements, this advertisement is initially directed to Canadian citizens and permanent residents of Canada.

**ONLY THOSE CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED.  
RESULTS WILL BE POSTED ON THE BULLETIN BOARDS AND POSITION VACANCY RESULTS WEB PAGE.**