



Employment Bulletin (External/Internal)

City of North Battleford
1291 101st Street
P.O. Box 460
North Battleford, SK S9A 2Y6

Telephone: 306 445-1700
Fax: 306 445-0411

Website:
<https://www.cityofnb.ca/>

Interested candidates are invited to apply by submitting a detailed resume quoting job reference number to Email: hr@cityofnb.ca

Please note: Priority will be given to internal applicants.

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The City is an equal opportunity employer and values diversity in the workplace. If you require accommodation according to the Saskatchewan Human Rights Code, please let us know in order for us to ensure that you can participate fully and equally during the recruitment and selection process.

The City of North Battleford has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

North Battleford is located in west-central Saskatchewan. More than 15,000 people, who enjoy a cost of living that is one of the lowest in the country, rely on the daily services provided by the city's 250 full and part-time employees. Its relative size allows for a flexible municipal government that gets rid of the red tape for a fast, friendly business development. We are currently inviting applications for a:

Gallery Assistant

(Hours not guaranteed) Casual

The City of North Battleford is seeking applicants for the position of Gallery Assistant. This position is under direct supervision of the Gallery Manager and under the general direction of the Director of Parks and Recreation.

DUTIES AND RESPONSIBILITIES:

- Assist the Manager/Curator in administering public programming; collections/exhibitions/curatorial activities;
- Assist and participate in the communications and marketing of the galleries
- Collect revenue/donations and fund raising initiatives
- Janitorial and housekeeping duties required
- Greet and interact with the patrons of the gallery at the reception desk and in the sales/retail at the gift shop
- Chaperone and guide public tours
- Assist with public programming
- Answer all phone inquires
- Organize and coordinate activities and events within the galleries
- Assist with the organization and set up of exhibits

QUALIFICATIONS:

- Experience with retail sales
- Basic computer skills including knowledge of Word/Excel and Point of Sale system
- Ability to deliver educational programming to children, youth and adults
- Ability to be self-directed, work independently and as a team player
- Good written & oral communication skills
- Willing to learn and apply Museums practices
- Willing to learn new computer programs
- Ability to professionally welcome visitors to the galleries, and to introduce the current exhibitions, and to provide excellent customer service to enhance the visitor's experience at the gallery.
- Candidates should be comfortable speaking to the general public and have a good knowledge of North Battleford and surrounding area.
- Provide a Criminal Record check with Vulnerable Section upon hire

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| Competition Number: | GA002 |
| Rate of Pay: | \$17.02 per hour (2019 CUPE 287) |
| Hours of Work: | No guaranteed hours (daytime, evenings, and weekend shifts) |
| Competition Closing Date: | When suitable candidates are found |

This position is covered by the Canadian Union of Public Employees (CUPE), Local Union No. 287 Collective Agreement.