

**VANCOUVER ART GALLERY ASSOCIATION**  
**1 REGULAR PART-TIME POSITION AVAILABLE**  
**GROUP BOOKING ASSISTANT**

**DUTIES:**

Reporting to the Director and Curator of Education and Public Programs, performs public contact and database maintenance work related to booking and registration of public program tours and the overall coordination of booking schedules.

Responsibilities include providing comprehensive information to all tour contacts including teachers regarding the exhibitions, admission fees, and gallery facilities and tour policies. Utilizes and maintains the VISTA database reservation system by setting up tour schedules, entering booking information, extracting scheduling information and producing regular and ad hoc reports. Coordinates the scheduling and notification of tour providers (staff and docents). Responsible for administering ticket sales for lectures and special events as assigned by the Head of Public Programs. Provides general coordination and troubleshooting for bookings with the programmers, animateurs, tour liaison, docents and admissions personnel. The incumbent will also perform a variety of administrative, cashier and clerical duties as required.

**QUALIFICATIONS:**

Completion of Grade Twelve supplemented by business administration and/or administrative assistant courses. One to two years experience as a booking agent or in a general office involving public contact and operating general office systems including database maintenance, preferably obtained in a tourist or arts-related centre. Proficient computer skills in Microsoft applications including Word, Excel, and Power Point. Data entry skills required along with experience using a scheduling and reservations database such as VISTA. Ability to provide excellent customer service. Ability to deal effectively with the public, docents, teachers and co-workers. Demonstrated ability to work independently, multi-task and make simple arithmetic computations accurately and with reasonable speed.

**SALARY:** Pay Grade 13, Step 2 \$18.22 per hour

**HOURS:** 24 hours per week, Monday to Thursday, 6 hour days. Additional hours may be required during busier times.

Please mail, fax or email your resume to the Director of Human Resources by Monday, March 15, 2010 Vancouver Art Gallery, 750 Hornby Street, Vancouver, B.C. V6Z 2H7, Fax: (604) 682-1086, email [hr@vanartgallery.bc.ca](mailto:hr@vanartgallery.bc.ca)

*We thank all applicants for their interest; however, only those short-listed will be contacted.*