



Fort Malden Guild of Arts and Crafts o/a Gibson Gallery

Summer Student Employee - Part Time Position - Building Maintenance

The Gallery's Summer Student Employee (Building Maintenance) will be responsible for completing general building maintenance including ongoing tasks and specific projects at Gibson Gallery, housed in a historical building in the Town of Amherstburg. The successful candidate will have 4 main areas of responsibilities: 1) Lawn and garden care, 2) Building maintenance projects, 3) Light janitorial duties, 4) Social Media and Marketing projects. The position reports to the Gallery's Human Resource designate with supervision by the Gallery's Office Administrator and/or Building Maintenance Committee.

The desired skills and qualifications that we are looking for:

- A self-starter with the ability to work independently
- Previous maintenance work experience
- Strong interpersonal and verbal communication skills
- Good attention to detail
- Must be between the ages of 15 to 30 to meet Canada Summer Jobs grant stipulations

These additional skills are considered assets too:

- Experience working in the arts, tourism and/or not for profit industry
- Bilingual (comprised of Canada's 2 official languages)
- Proficiency with Social Media

Terms of employment:

- Rate of pay: minimum wage
- Hours: Vary seasonally based on Gallery's operating hours which are from 11 a.m. to 5 p.m.. Candidate needs to be available weekend hours, if needed. Employment begins in April 2025.
- Position's current hours will expand when Gibson Gallery opens for high season in July and August.

If you're a great fit, let us know why! We look forward to receiving your resumes as shown below.

We appreciate the interest of all applicants, however, only those candidates selected for an interview will be contacted. Applications and resumes are requested by March 28, 2025 and may be sent to the attention of:

Hiring Committee
Gibson Gallery
140 Richmond Street Amherstburg, ON N9V 1G4
CONFIDENTIAL
treasurer@gibsongallery.org

Inquiries prior to submitting an application may be made by email to: treasurer@gibsongallery.org