



## 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 5 main areas of responsibilities 1) Lawn and garden care, 2) Building maintenance projects, 3) Light janitorial duties, 4) Backing up our other student employees with their responsibilities, if required, by greeting customers, using our point of sales system, answering the phone or helping to supervise children for our art classes, 5) Working with our Art by the River committee during the week of set up and during the entire weekend of Art by the River August 23, 24, 25. Supervision given by the Gibson Gallery Office Administrator and/or Maintenance Supervisor.

### Desired skills and qualifications 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
- Between the ages of 15 – 30 years to meet Canada Summer Jobs grant stipulations

### Additional skills considered assets:

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

### Terms of Employment:

- Rate of pay \$17.05 per hour
- 30 hours per week for an 8 week term, availability days and weekends. Scheduling to be determined
- Months of July and August 2024, exact start date to be determined

We appreciate the interest of all applicants, however only those candidates selected for an interview will be contacted. Applications are requested by May 24, 2024 and to be sent to the attention of:

Personnel

Gibson Gallery

140 Richmond St

Amherstburg, Ontario

N9V 1G4

[treasurer@gibsongallery.org](mailto:treasurer@gibsongallery.org)

We look forward to receiving your resume.

