

MUSEUM LONDON

The Shop at Museum London

Volunteer Retail & Art Sales Associate

Our mission is to inspire and educate our community by preserving and sharing our art and history.

Description: Are you interested in art and engaging with the arts community? Do you have some retail experience? We are recruiting a team of volunteers to work in our gift shop and art rental department. Located in Museum London, the Shop sells unique objects and showcases local and regional artists, inviting Museum visitors to take their experience home. Volunteers will work together creating compelling seasonal displays, act as art consultants for customers and express excellent customer service. If you have an interest in art and local craft, can commit to a regular shift on an on-going basis and want to contribute to your community, the Shop at Museum London is the place for you!

Commitment: Once a week, preferred schedule. The Shop is open regularly 12:00 pm to 5:00pm, Tuesday to Sunday. Summer hours are 11:00 am and 5:00 pm. Volunteers may work in pairs for a full day shift, or a half shift (11:00am-2:00pm, 2:00pm to 5:00pm). Full shifts are preferred. We ask for a minimum commitment of 4 months.

Location: All volunteer shifts will be worked on-site at Museum London (421 Ridout Street North, London, ON) unless otherwise notified.

Skill Requirements:

- Excellent customer service skills
- Superior verbal communication, interpersonal and teamwork skills
- Ability to receive feedback and take action when appropriate
- Previous sales and retail experience is preferred
- Background in Art History or Fine Arts is an asset
- Valid Police Records Check
- Complete mandatory Health & Safety training
- Must be 16 years of age or older

Duties and responsibilities:

- Provide excellent customer service by connecting with and greeting all customers
- Keep up-to-date with and educate customers about all store services including Art Rental + Sales, complimentary gift wrapping, and Museum London programs and exhibits
- Support the physical set-up of the Shop and assist in merchandising
- Provide support to fellow volunteers through sharing of knowledge, helping to complete tasks and/or assisting in customer interactions
- Must be physically able to be on their feet for 2.5-3 hours, to bend, climb, and lift up to 15 pounds

Benefits:

- Parking pass supplied during shift
- 15% discount in the Shop at Museum London

Reporting to: Kerry Logan, Retail Services

Application Process: Please apply online at: museumlondon.ca/support/volunteer. Once an application form has been received, along with a resume, you will be contacted by our Volunteer Coordinator, Jordan Brennan, to confirm your availability and set up an interview. Upon successful completion of an interview, a police check will be required and arrangements to attend a Volunteer Orientation Session will be made.