

**Visitor Services Assistant (Canada Summer Jobs 2025)**

Bill Reid Gallery of Northwest Coast Art  
639 Hornby Street, Vancouver BC  
604.682.3455

Dates: Approx. May 14 - August 10, 2025 (12 week placement, 35 hours/week)  
Hours: 9:30 a.m. – 5:00 p.m. Wednesday to Sunday  
Salary: \$18.00 / hour

The Bill Reid Gallery of Northwest Coast Art celebrates the vital and diverse Indigenous cultures of the Northwest Coast through the extraordinary work of Bill Reid and the presentation of exceptional contemporary art. We respectfully acknowledge the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/Selilwitulh (Tsleil-Waututh), and all the Indigenous peoples of the Northwest Coast, on whose traditional and unceded territories we live and work.

**Job Description:**

The Visitor Service Assistant will work closely with the Visitor Service & Gallery Shop Manager for the employment period. The Visitor Service Assistant will focus on customer service and specific duties include:

- Greeting visitors and providing orientation to the Gallery and taking admissions payments at the front desk and on our online store;
- Answering visitor questions and providing information about the Gallery exhibitions;
- Assist in set up and facilitation of special programs and activities such as Community Access Day, Indigenous Peoples Day, an artist market, and other programs to engage the public;
- Work with Gallery staff to research, write and present a weekly tour of current exhibitions;
- There will be some cross over with the Visitor Services & the Gallery Shop duties in helping visitors and guests in the shop and our online store with purchasing;
- There will be an opportunity to learn and work on shipping and receiving for the Shop and online store.

This is a unique opportunity for a youth interested in Cultural Resources, Tourism, Public Programming, and Museum studies to gain important experience on the front lines of a non-profit organization. The Assistant will also be immersed in the wonderful artwork of Bill Reid and be given the opportunity to gain a deeper understanding of Indigenous cultures and values. The Visitor Service Assistant must be organized, able to multitask and perform other related duties as required.

This position will acquire skills in working with the public, customer service, handling payments and point-of-sales systems, researching, writing and presenting public tours. They will gain strategic planning, problem solving and leadership skills under the direction of gallery staff. The setting will provide experience in cultural diversity, working as a team, and working collaboratively.

Skills and Requirements:

- This position is suited for youth in the field of Tourism, Cultural Resource Management, Communications, Indigenous studies, Fine Arts, Museum studies, or Curatorial studies;
- Must be a youth between the ages of 15 and 30, including those not in school can apply;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations;
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment. International students are not eligible;
- Indigenous youth are encouraged to apply;
- Good level of computer literacy in Office, email;
- Some experience working with a POS system taking payments of all types;
- Fluent in English, Indigenous language would be an asset;
- Knowledge of Northwest Coast art and Indigenous cultural history an asset; and
- Candidates will be chosen based on their skill level and ability; we provide work experience that occur in a safe, inclusive, non-discriminatory work environment that respects the rights of all Canadians.

Applications

Please forward applications with resume and cover letter by email to:

Attn: Visitor Services & Gallery Shop Manager, [cwadhams@billreidgallery.ca](mailto:cwadhams@billreidgallery.ca)

Applications will be accepted until Wednesday April 30, 2025

**Please Note: POSITION IS DEPENDENT ON GRANT FUNDING**

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