

Gallery Assistant Work Experience Placement

As a gallery assistant work experience student, students will be working within a team of students and staff to create the ultimate visitor experience for all of our visitors this winter. Their days will be filled with fun and varied tasks and they will have the opportunity to engage, amaze and inspire thousands of guests of all ages and from all around the world!

Title:

Gallery Assistant Placement

Departments: Visitor Experience Team

Term of Position: **Mandatory Group Interview:** Nov 29th: Time to be confirmed and by invitation only.

The Vancouver Aquarium will let students know if they have been selected for an interview by Nov 26th.

Mandatory Training: (All students must attend both days)

- 1) **Volunteer Services General Training:** Sunday December 06th from 10am to 4pm.
- 2) **Gallery Assistant Specific Training:** Saturday, December 13th from 1pm to 5pm.

Commitment: Specific Dates listed below:

Group A (7 students)

Specific Dates: December 19, 23, 24, 26, 30, 31, 02

Group B (7 Students)

Specific Dates: December 20, 21, 22, 27, 28, 29, 03

Shift times - December 19 to January 3: 9:15am – 5:00pm

Description of Volunteer Opportunity:

- Kiosk Attendant
- Plaza/Membership Assistant
- Visitor Surveys
- 4D assistant
- Information Desk Attendant
- Gallery Greeter

Skills Preferred:

- **Outgoing, enthusiastic and self-motivated**
- Students currently in Grade 10, 11 or 12.
- Genuine interest in working with the public

- Strong communications skills
- Experience with delivering excellent customer service
- Second language an asset

Please Note: This is not an animal handling position. Students will have limited contact with marine animals.

Volunteer Benefits:

- Gain customer services and communication skills
- Chance to meet people from all over the world
- Priority placement in the volunteer training
- Gain work experience hours

Interested Students:

If you have interested students we ask that you advise them to apply by clicking on the link below. They will then be directed to our online application form through our volunteer management database.

By clicking the 'Fill in an Application' button on the right hand side of the website they can complete their application by entering all of the required fields. Please do advise them **to complete this application in one sitting** as they may have difficulty editing their profile afterwards.

Please note students will be given the option to upload their resume/cover letter during this application so I suggest having these on hand before beginning this process.

If you could also please remind your students to ensure they have selected 'Wex Student' when asked what type of volunteer placement they are applying for and Gallery Assistant Wex placement as the name of the wex placement they are applying for.

Students must also select either Group A or B under the shift dates and times option.

[Click here to see our volunteer opportunities](#)

Please refer to the attached PDF 'how to' guide if you have any questions regarding this process.

Students' applications will then be reviewed and applicants will be contacted for an in-person or telephone interview.

Please submit all online applications **by Friday November 20th, 2015**

If you require more information about the Aquarium's work experience program, our new application forms, or the specific responsibilities of the students, please do not hesitate to contact me.

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