



## Visitor Services Coordinator

The Contemporary Art Gallery (CAG) is searching for a full-time Visitor Services Coordinator.

Terms:	Part-time, permanent
Hours of work:	Three days/wk (Sat-Sun + 1 weekday), 10am → 6pm; occasional evenings required
Minimum wage:	\$28.53/hour (minimum)
Location of work:	Primarily on-site
Start date:	Early April 2026

The Contemporary Art Gallery is one of Canada's leading contemporary art spaces, driven by the vital work of art and artists in moving us toward a freer, more engaged world. We are currently seeking a part-time Visitor Services Coordinator to join our dynamic team.

## THE ROLE

Reporting to the Assistant Director and working closely with the curatorial and communications departments, the Visitor Services Coordinator oversees the gallery's front of house operations, including gallery reception; the sale of books, editions and merchandise; volunteer management; and oversight of the Abraham Rogatnick Library.

The ideal candidate will be enthusiastic about creating a welcoming environment for gallery visitors and volunteers, and working collaboratively with a small team.

Key responsibilities for the position include:

- managing front of house operations on weekends, including supervising weekend volunteers;
- overseeing and coordinating all retail activity at the gallery, including inventory management, in-store and online sales, displays and visual merchandising, and shipping
- facilitating distribution, consignment and outreach for CAG publications;
- supporting the production of artists' editions;
- managing the gallery volunteer program in collaboration with the Assistant Curator, including recruitment, training and scheduling;
- overseeing the Abraham Rogatnick Library, including management of logbooks, cataloguing and supervising library volunteers;
- monitoring visitor flow and ensuring that galleries and public areas are welcoming and presentable;
- assisting with planning and executing gallery events and programs.

# THE PERSON

The ideal candidate will possess some of the following attributes:

- strong relationship-building and customer service skills, including the ability to work adaptably with a range of colleagues, stakeholders and volunteers;
- robust creative-thinking and problem-solving capacities, and the ability to manage multiple priorities;
- a keen attention to detail;
- a proficiency with Microsoft Office and/or point-of-sale software;
- a demonstrated commitment to contributing to an inclusive, anti-oppressive work environment;
- a strong interest in the cultural sector and/or contemporary art;
- previous experience in a gallery context or an interest in learning about gallery operations.

Previous experience with cataloguing, information management and/or web content management systems would be considered an asset, though we are happy to provide training if you do not have these skills.

# BENEFITS

The compensation package for this position includes extended health, dental and vision benefits (after three months); an annual professional development stipend; and paid professional development flex time.

# HOW TO APPLY

Please submit a CV and statement of intent that summarizes your interest in this position to [employment@cagvancouver.org](mailto:employment@cagvancouver.org) with the subject line “Visitor Services Coordinator application.” Statements of intent may be submitted in the form of a cover letter, a video, an audio recording, or a slideshow/presentation. We would prefer to receive applications electronically.

Should you require accommodation at any point during the application or hiring process, please be in touch with us at [contact@cagvancouver.org](mailto:contact@cagvancouver.org).

Application deadline: February 13, 2026 at 5pm PST.

CAG is committed to fostering an inclusive, anti-oppressive and accessible work environment that reflects the communities we operate in. We encourage applications from members of groups that have been historically marginalized, including those who identify as Black, Indigenous, racialized, LGBTQ2SI+, non-binary, gender diverse, Deaf, disabled and/or neurodivergent.

This is a union position.

# THE HIRING PROCESS

1. Your application will be reviewed upon submission.
2. Shortlisted candidates will be contacted by February 20th to schedule an interview.
3. Shortlisted candidates will participate in a 45-minute interview with the Executive Director and Assistant Director.
4. We will request and check references.
5. We will make a final decision and notify all candidates within 10 days of their interview.

## ABOUT CAG

For fifty years, the Contemporary Art Gallery has played a key role in the cultural ecologies of Vancouver, operating as a threshold between the Lower Mainland and broader contexts for contemporary art nationally and internationally. With a primary commitment to presenting the work of early and mid-career artists from across Canada and around the globe, CAG champions art, artists and ideas that challenge us to transcend the familiar, reimagine the possible, and deepen our understanding of ourselves, one another and the worlds around us.

Building on its previous histories as an artists' service organization and an artist-run centre, CAG has operated as a non-collecting public gallery since 1996. Currently housed in a 6,000-square-foot facility in downtown Vancouver, CAG is within close proximity of 2.5 million people in the Greater Vancouver Area.

CAG carries out its work on the unceded and ancestral territories of the x<sup>w</sup>məθk<sup>w</sup>əy̓əm (Musqueam), Sk̓wxwú7mesh (Squamish) and səlilwətał (Tsleil-Waututh) Nations. As a predominantly settler-led organization, we acknowledge our responsibility to each of these nations, who have stewarded this land, water and air for thousands of years. We are committed to building sustained, reciprocal relationships with Indigenous communities and supporting the work of reconciliation and Indigenous sovereignty.

To learn more about CAG, please visit us at [cagvancouver.org](http://cagvancouver.org).