

call for applications

visitor host and bookshop substitute starting date • December 2017

Beirut Art Center is seeking a visitor host and bookshop substitute. You will be the first point of contact at BAC, as the bookshop is situated at the entrance and offers all the publications, hand outs, and catalogues for the visitors of any given exhibition or event. your responsibilities include welcoming and directing visitors through the exhibition space in addition to selling books and other bookshop items.

The responsibilities of this position cover the following:

visitor assistance

- greeting visitors and informing them about the ongoing exhibitions at beirut art center
- being a point of information about the center, the artists and general inquiries
- answering the main beirut art center telephone line and relaying calls or information to the office
- subscribing new members to the center and updating the centers' mailing list by collecting & compiling the lists
- running the reception and cashier for events, as well as selling tickets and taking reservations

bookshop

- selling bookshop items: books, magazines, bags, records, cds, editions etc.
- having a good knowledge of the bookshop collection in order to help visitors find items/make selections
- managing and replenishing the stock of items
- maintaining the general order of the bookshop

maintenance of the exhibition

- maintaining the running of the exhibition: making sure all videos, projections and audio machines are running properly
- maintaining the general order of the exhibition: removing all things left by visitors e.g. bottles, papers etc. making sure that it is tidy.
- running the daily film screening in the auditorium- opening and closing of the projector room, as well as playing the films

hours: expected 8 full days a month (subject to change)

from 12pm to 8pm - tues, thurs, fri (full day)

from 12pm to 5pm or 5pm to 10 pm – wed (half day)

from 11am to 6pm – sat, sun (full day)

please send your cv to bookshop@beirutartcenter.org