

Facilities Assistant Work Exchange Gibraltar Point Centre for the Arts

Position Type: Part-time work exchange, 15-20 hours per week, including weekends and afterhours support

Location: 443 Lakeshore Ave, Toronto Island

Reporting to: Building Operator, Gibraltar Point Centre for the Arts

Job Summary

The Facility Assistant will provide concierge services, offering a welcoming, positive, and inclusive environment for Gibraltar Point Centre for the Arts (GP) tenants, artist residency participants, and community members. The Facility Assistant will be part of the team that welcomes new arrivals, ensures that their day-to-day needs are met, and helps to facilitate a safe and supportive experience at GP. They will assist both the front of house operations of the artist residency program and the facility in a variety of stewardship-focused tasks including maintenance, administrative, and custodial responsibilities. The Facility Assistant will act as a point of contact on evenings and weekends for tenants, artist residency participants, and visitors. Occasionally, there will be afterhours responsibilities supporting the residencies and facility on an on-call basis.

This role is a live-in work exchange position, wherein the Facility Assistant will be both an employee of ArtHubs Toronto Inc. and a participant in a self-directed artist residency at GP. The successful candidate must enter into a residency agreement upon signing the employment contract. As a work exchange position, the wages paid for the 15-20 hours of work scheduled per week will be commensurate to the rental cost payable for the live/work studio accommodations provided as part of the artist residency. The Facility Assistant will receive pay from ArtHubs as set out in the employment contract and they will be responsible for paying a monthly rental fee for their residency accommodations as set out in the residency agreement.

Responsibilities

- Perform duties related to building security, such as coordinating site patrols and reporting concerning behavior or situations to management.
- Assist with building residency turnover alongside housekeeping team: clean rooms, move furniture, make beds and clean common areas.
- Support artist residency participants with set-up/take-down for programming activities as needed, and ensure adequate facility supervision as needed outside regular business hours
- Work with the facility team on small maintenance tasks (painting, yard work, window washing etc.)
- Ensure tenants, and members of the public are abiding by building rules and policies as outlined in the building manual and escalate any concerns to management.
- Complete incident reports as needed, daily activity reports, and communicate with GP staff regularly regarding any concerns with the building and occupants. Participate in regular staff meetings.
- Conduct fire warden responsibilities when the Building Operator is not on site.
- As a member of the ArtHubs team, demonstrate an understanding the mandate and aims of programming at GP and ArtHubs' mission, and reflect these values in interactions with tenants, residents, and visitors

QUALIFICATIONS

- Passion for cleanliness, order, organization and maintaining a beautiful space
- Experience in customer service, de-escalation and community engagement



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- WHMIS and Workplace Safety Training is an asset
- Good judgment and problem-solving skills
- Ability to prioritize and take initiative
- Ability to work in a busy, public-serving environment
- Experience in the non-profit sector, an interest in arts and culture, and a familiarity with Toronto's arts community are all considered assets

APPLICATION

Please submit your application to careers@arthubs.ca