

Meredith Gillespie

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Vancouver, BC V6K1K1

December 2nd 2017

Debra Nesbitt
Director of Human Resources
Vancouver Art Gallery
750 Hornby Street
Vancouver, BC V6Z 2H7

Dear Ms. Nesbitt,

Please consider my application for the position of Group Bookings Assistant at the Vancouver Art Gallery. My interest in the position was piqued after viewing it on BC Alliance for Arts and Culture's website. I will graduate with a Bachelor of Arts degree in Human Geography in May. My colleague from working at the Vancouver Police Museum, Lena Jordan, recommended that I apply to work for you as a Group Bookings Assistant.

Working at the front desk at the Vancouver Police Museum allowed me to manage volunteers and both field questions and process payments from the public. These responsibilities allowed me to learn how to use Filemaker Pro and learn how to maintain diverse types of databases. I enhanced my abilities with Microsoft Word, Excel and Powerpoint through creating a new children's education program, the other element of my position. Learning how to work with my colleagues for large school groups and on my own to create the museum program was crucial, and remains important in this position as the Group Booking Assistant.

Running the gift shop at another museum, the Bermuda Underwater Exploration Institute, meant I learned how to manage event bookings, tour groups, and schedule tour guides. Constantly interacting with a variety of individuals prepared me well for this position in regards to managing docents, tour providers, and the general public.

While living in Barcelona last year, I had the chance to fulfil my passion for art and design through visiting over fifteen museums. My interest combined with my experience creating engaging educational programs ensure I have the commitment you need in this position.

I am confident you will find my skills fit the Group Bookings Assistant position well. If you have any questions, please contact me at 604 828 3020, or at meredithg@live.com.

Sincerely,



Meredith Gillespie

Encl: Résumé