



Position: Gift Shop and Gallery Attendant

part time up to 25 hours per week

PURPOSE OF THE POSITION

Supporting the Executive Director in the Allied Arts Council of Pincher Creek gift shop and gallery. Dealing with sales, inventory management and supporting artists and visitors.

RESPONSIBILITIES

- First point of contact with the public in the gallery/gift shop, maintaining a welcoming and inclusive atmosphere to the public.
- Assisting with sales of artwork and goods, class registrations and event tickets in the gift shop and gallery, recording sales and fulfilling point of sale and cash payments.
- Intake and recording of artists inventory.
- Answering historical questions about the building to visitors.
- Guiding and directing visitors through the building, helping visitors find washrooms and use the elevator if needed.
- Answering phones and taking messages.
- Maintaining a clean and tidy front desk/till and a regular cleaning of the front end (gift shop, hallway and gallery spaces).
- Shovelling the front walkway and entrances during the winter months.
- Ability to lift up to 60 pounds to assist with receiving deliveries of clay and materials for the ceramics studio.
- Aiding in the setup and cleanup for events and classes throughout the building.
- Ability to work independently.
- Processing registrations for classes and workshops.

Typical Schedule: Wednesday-Friday 10:00am to 5:00pm, Saturdays

12:00pm-4:00pm Potential for the schedule to change to accommodate special events or classes. Notice will be provided in advance of schedule changes.

Rate of Pay: \$20.00 per hour

Please submit your resume and cover letter to: [Kassandra Chancey, Executive Director](mailto:Kassandra.Chancey@alliedarts.org)
lebelpc@gmail.com Resumes will be accepted until we find the write candidate.