



## **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.
- Managing 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](mailto:lebelpc@gmail.com) Resumes will be accepted until we find the write candidate.