



Position: Gift Shop and Gallery Attendant: temporary, part-time, seasonal

PURPOSE OF THE POSITION

Supporting the Executive Director in the Allied Arts Council of Pincher Creek gift shop and gallery from **October 23rd- December 21st 2024**. 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).
- Aiding in the setup and cleanup for events if needed.
- Ability to work independently.

Schedule:

- **Wednesday-Friday 10:00am to 5:00pm, Saturdays 12:00pm-4:00pm**
- Potential for special event evening hours during this season ie: Winter Stroll, Live Music events, Parade of Lights etc. with appropriate notice.

All employees are to read and sign the organization's Code of Conduct before employment begins.

Rate of Pay: \$18.00 per hour

Gift Shop and Gallery Attendant, October- December 2024