

Cape Breton Centre for Craft & Design
Job Title: Gallery Assistant
Duration: July 2, 2019 to August 23, 2019
Salary: \$10.85 per hour/ 35 hrs. per week
Application Deadline: April 19, 2019



Job Description:

The Cape Breton Centre for Craft & Design is offering an eight-week position for a Gallery Assistant. The successful candidate will work in the Centre's beautiful Gallery Shop in the Sydney Waterfront District and will be responsible in assisting the Gallery Manager in the day-to-day operation of the Gallery including:

- Assist in the design and layout of the gallery shop for retail (and exhibitions) purposes
- Assist in retail sales of fine craft products to visitors
- Assist in the production of in-gallery information about craft products
- Interact with visitors, answer telephones and deal with correspondence
- Liaise with artists regarding consignment agreements, process payments or transactions, maintain records of sales and maintain up-to-date records of incoming and outgoing work
- Assist in the marketing and promotion of craft gallery
- Assist in the development and implementation of other Centre activities
- Other duties as assigned

Job Specifications:

It is preferred that the successful candidate be enrolled in and have completed at least one year of a undergraduate program or Fine Arts / Craft program.

To apply:

Interested applicants should submit their resume, cover letter and three references, no later than **Friday, April 19, 2019 at 4:00 p.m.** to:

Lori Burke, Executive Director at lori@capebretoncraft.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.