

Cape Breton Centre for Craft & Design
Job Title: Cultural Tourism Coordinator
Location: Port Hawkesbury, NS
Duration: 8 weeks (July 5th to August 28th)
Salary: \$13.50 per hour, 35 hours per week
Application Deadline: Sunday, May 7th, 2021



Job Description:

The Cape Breton Centre for Craft & Design is offering a eight-week position for a Cultural Tourism Coordinator. The successful candidate will work out of The Customs House on Granville Street in Port Hawkesbury's waterfront and will be responsible for assisting the Craft Incubator Coordinator in the day-to-day operation of the retail space, craft studios, and culture-related events in the area.

Responsibilities include:

- Ensure the required mechanisms are in place for the artists who will be working from the building
- Assist in the design and layout of the gallery shop for retail purposes
- Act as sales associate and maintain retail sales of fine craft products to visitors
- 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 implementation of training opportunities for artists working from the building
- Assist in the marketing and promotion of artists' work
- Assist in the development and implementation of cultural events in partnership with the Municipality of the Town of Port Hawkesbury
- Other duties as assigned

Job Specifications:

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

This employment opportunity is offered with the assistance of the Student Summer Skills Incentive Program. In order to apply, applicants must be attending/returning to post-secondary education in September 2021.

To apply:

Interested applicants should submit their resume, cover letter and three references, no later than **Sunday, May 7th, 2021 at 4:00 p.m.** to Laura Collinet at laura@capebretoncraft.com.

Cape Breton Centre for Craft and Design is an equal opportunity employer and is committed to diversity and inclusiveness in all its work. We work proactively to be fair and equitable in practice and to build diversity into our teams, creative communities, programs and services.

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