

Cape Breton Centre for Craft & Design

Job Title: Gallery Assistant

Location: Sydney, NS

Duration: 14 weeks (May 24th to August 28th)

Salary: \$13.50 per hour 35 hours per week

Application Deadline: **April 23rd, 2021**



Job Description:

The Cape Breton Centre for Craft & Design is offering a fourteen-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 Shop Supervisor 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 an 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 23rd, 2021 at 4:00 p.m.** to Cassie MacDonald at cassie@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.

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.

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