

Cape Breton Centre for Craft & Design

Job Title: Office 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 an Office Assistant. The successful candidate will work primarily in the administration area in the Sydney Waterfront District will be responsible in assisting the Centre's staff with the day-to-day operations including:

- Interact with visitors and deal with correspondence
- Assist in reception area and telephone duties
- Assist in the photographing, marketing and promotion of craft gallery. Training will be provided.
- Assist in the development and implementation of other Centre activities
- Handle all incoming and outgoing mail
- Printing and laminating of membership cards
- Meeting room preparation and clean-up
- Perform backfill duties for absent coworkers
- Assist in the presentation of exhibitions
- Assist in retail sales of fine craft products to visitors on busy days
- 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 be currently enrolled in a business or office administration certificate 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 Diane Campbell at diane@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.