

CANADA SUMMER JOB CALL

Gallery Assistant

MOONSTONE CREATION GALLERY AND GIFT SHOP

<https://moonstonecreation.ca>



Part time summer position, possibility to become permanent.

Canada Summer Jobs funded position

Eligibility requirements:

-Applicant must be legal to work in Canada and must be between the age of 15-30 at the start of the job.

Hours:

Approximately 30 hours per week.

During peak times may be up to 35 per week.

Daytime, weekdays and weekends.

Compensation: \$17/hour

Work Location:

Covid-19 health guidelines will be followed.

Work will take place remotely, on location at the gallery in Inglewood, Calgary, and in pop-up locations around Calgary and area.

Qualifications:

-Positive attitude, sense of humour.

-Ability to multi-task, plan strategically, and adapt to changing circumstances.

-Knowledge of native arts and culture a plus

-Driver's license and use of reliable car a plus

-We encourage people of all backgrounds to apply.

Application Deadline:

May 10, 2022

Earliest Start Date:

May 10, 2022

Summer contract for 10-14 weeks.

Note: It will be very busy during Indigenous Day events June 20-25, and during the Calgary Stampede, from July 1-24. please plan for full time hours.

To apply:

Send an email to: Yvonne Jobin yvonne@moonstonecreation.ca with a cover letter, and a resume that outlines your related experience. Please include three work references.

JOB DETAILS

Gallery Assistant

Description:

Moonstone Creation Gallery Assistant helps Gallery staff with preparing, assembling, presenting, and selling artwork in the gallery, and at pop-up events.

Goals:

- Enhance online and in-person sales
- Increase customer base.
- Increase tourism visitors to the gallery.
- Celebrate and promote the artisans in the gallery network.

Skills required

- Ability to understand the philosophy and mandate of the gallery, and to become familiar with the different artists and types of art forms.
- Being an ambassador for the gallery
- Artistic and production skills
- Ability to sew, cut fabric and leather
- Experience creating crafts, assembling, preparing artwork for sale
- Driving, running errands
- Friendly, comfortable working with the public
- Experience handling cash, digital transactions, reconciling cash
- Honest and bondable