

Craft Council of BC – Granville Island, Vancouver

Job Opening: Shop Assistant

About us:

As the provincial service organization for the craft sector, the Craft Council of BC works to support all stages of artistic practice in the craft sector; creates opportunities for artists to exhibit, sell and produce art; provides a voice for artists and craft organizations and aids in the development of active communities around craft.

www.craftcouncilbc.ca

The CCBC shop and gallery, is the social enterprise program operated by the Craft Council of BC. We display and sell juried, contemporary craft, made by members of the Council. Materials include ceramic, fibre, glass, metal and wood. Through providing an outlet for the display and sale of craft, we aim to support emerging and established artists, deliver information and education about craft to the general public, and contribute to the thriving community of Granville Island.

We value:

- appreciating and understanding the importance of contemporary, hand-made objects, the person who created it, and sharing that knowledge with the public.
- a supportive and enthusiastic workplace where we work together.
- providing friendly and courteous interaction with the public, craftspeople and the wider arts community.

So if you:

- have been trying to find a way to contribute to BC's cultural economy that supports creative people
- have a passion for craft and love engaging with people to share your expertise
- have experience in a retail sales environment, preferably with previous experience
- have an appreciation for the challenges of working in the not-for-profit sector
- are patient, flexible, efficient, a creative problem solver, and enjoy working with volunteers

...then you belong at the Craft Council!

And the job – it is to act as the Shop Assistant reporting to the Social Enterprise Manager. The Shop Assistant must be available to work weekends, Statutory holidays, and

additional hours as needed during our peak season of May-September. The Shop Assistant will also be required to work full time when the Manager is on vacation (including December 24, 27, 28, 31 2018).

This position has the ability to be expanded, working on our memberships as part of our administration team for an additional day each week. Please indicate on your cover letter if you are interested in applying for this option.

Contract position @ \$14.50/hour, 16 hours per week with the potential to be extended to 3 days per week pending review.

Start date: January 12, 2018, with an additional day for training beforehand (date TBC).

Your specific duties would be:

- Sales: Greeting and engaging with visitors to CCBC. Sharing information about craft and our artists, our gallery space, and CCBC. Use our POS system to process transactions.
- Provide excellent service to customers requesting shipping, special orders, repairs and referrals to artists.
- Perform shop opening and closing routines.
- Inventory: Enter new work into our system, awareness of where and how extra work is stored, replace sold work, sign-out inventory to artists as required.
- Assist with displays, including regularly rotating stock and the front window display as needed.
- Store & stock maintenance, including jewellery cleaning, dusting, vacuuming, window and glass case cleaning.
- Assist with training new staff and volunteers as needed, and guiding them in assisting with shop tasks.
- Assist with maintaining supply levels, including forms, artist biography cards, stationary items etc.
- Maintaining the shop's Instagram account with assistance from other staff members.
- Assist with administrative tasks and bookkeeping as needed.
- Inform the Manager of any situations that arise as necessary.

Qualifications

- Minimum of 2 years retail experience, supervisory experience is an asset.
- Experience with POS systems, MS Word, Excel (Adobe suite is an asset). Aptitude for quickly learning new computer programs and systems.
- Courteous, helpful and outgoing personality when interacting with others.



- Enjoy working as part of a team and have the ability to take the lead and work independently when required.
- Ability to multi-task, organized, flexible.
- Ability to climb stairs, ladders and lift objects.
- Arts background is an asset.

Interested? Then please send along your cover letter and resume to:

emma.kelly@craftcouncilbc.ca

Attn. Shop Assistant

Deadline: 6PM, 5 January, 2018