

Cape Breton Centre for Craft & Design

Job Title: Sales Assistant

Location: Port Hawkesbury, NS Mi'kma'ki

Duration: 14 weeks (June 13th to September 13th)

Salary: \$15 per hour 35 hours per week

Application Deadline: **May 15th, 2022**



Job Description:

Cape Breton Centre for Craft & Design is offering a fourteen-week position for a Sales Assistant. The successful candidate will work out of the Customs House on Granville Street in Port Hawkesbury's waterfront and will be responsible in assisting the Artist Residency 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 related duties in support of a successful team, program, and organization.

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 **Sunday, May 15th, 2022, at 11:59 p.m.** to Vicki Clough at vicki@capebretoncraft.com.

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

Cape Breton Centre for Craft & Design encourages applications from IBPOC, 2SLGBTQI and Official Language Minority individuals. Cape Breton Centre for Craft & Design values the diversity of the people it hires and serves. Diversity at the Centre means fostering a workplace in which individual differences are recognized, appreciated, respected, and responded to in ways that fully develop and utilize each person's talents and strengths. 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.

Cape Breton Centre for Craft & Design is located in Unama'ki, the land of fog, the unceded and traditional territory of the Mi'kmaq. At the Centre we strive to honour and uphold the Treaties of Peace and Friendship made with the Mi'kmaq by celebrating the ongoing tradition of beautiful and creative craftsmanship of the First Peoples of this land.

Any offer of employment will be conditional on the provision of **valid proof of full vaccination against COVID-19** (Information on proof of vaccination can be found here: <https://novascotia.ca/coronavirus/vaccine/#proof-of-vaccination>), with the exception of cases where an individual has a valid and documented exemption in accordance with Nova Scotia Human Rights (<https://humanrights.novascotia.ca/vaccines-workplace-and-other-public-spaces>).