



**ALBERTA CRAFT GALLERY – Edmonton**  
**Retail Assistant**

Competition deadline: February 4<sup>th</sup>, 2018  
Start date: March 6<sup>th</sup>, 2018  
Wage: \$15 - \$17.50 /hour, compensation commensurate with experience  
Permanent part-time (14 – 21 hours per week, must be able to work Saturdays)

**Send applications to:**

Retail Assistant Competition  
Alberta Craft Council, 10186 - 106 Street, Edmonton, Alberta Canada, T5J 1H4  
Or [acc@albertacraft.ab.ca](mailto:acc@albertacraft.ab.ca)

The Alberta Craft Council (ACC) is seeking a mature individual with retail experience and fine craft knowledge. The Retail Assistant will have the opportunity to share their appreciation for fine craft with the public. As a member of the ACC team, the successful applicant will work with experienced staff and with fine craft artists in an inspiring setting.

**Retail Assistant Duties:**

- Support Retail Gallery Coordinator
- Assist with all aspects of inventory control including receiving, tagging, display, year-end tracking, and product return to artists
- Assist with general display, product rotation and showroom upkeep
- Assist with all aspects of customer service including sales, returns, product/technique information, product care, gift suggestions etc.
- Assist with ACC administrative duties as required, including assisting Financial Officer with monthly cheque run mail-outs.
- Answer general member and customer inquiries in person and over the phone.
- Support exhibitions and special projects.
- Support ACC events both regionally and provincially.
- Support ACC mission/vision and core values.

**Required Skill Set:**

- Experience with POS systems
- Experience in customer service
- Ability to lift 50 pounds
- Ability to work independently as well as effectively with colleagues and volunteers
- General knowledge of social media platforms
- Fine craft knowledge is an asset
- Valid driver's license is an asset

Please provide two professional references with application submission.

Only those selected for interviews will be contacted.

The Alberta Craft Council (ACC) is a Provincial Arts Service Organization and the largest Provincial Craft Council in western Canada. ACC operates Edmonton's second largest public gallery, and Alberta's only public galleries (and touring exhibitions) dedicated to fine craft.

For more about the Alberta Craft Council visit [www.albertacraft.ab.ca](http://www.albertacraft.ab.ca)