

## Gallery Assistant at Artisans Waterfront Gallery

**Background:** Artisans Waterfront is a cooperative made up of between 40-50 juried artists and artisans from PEI. We sell many types of high quality art and other items. The Gallery is located on the waterfront marina in Montague, PEI. Volunteer members run the Gallery which is open from mid-June to October.

For more information on Artisans Waterfront, please see our website at [www.artisanswaterfront.ca](http://www.artisanswaterfront.ca), our Facebook page - <https://www.facebook.com/Artisanswaterfront> or on Instagram - <https://www.instagram.com/artisanswaterfront/>

### Job Description: Gallery Assistant

As Gallery Assistant, it is expected that you will interact with Artisans Waterfront members and customers to provide support to running the Gallery. As the Gallery is run by a group of volunteers, you will receive guidance and mentorship from artists and artisans with different responsibilities.

Tasks for this position include the following:

- Assist with processing inventory.
- Assist with social media
- Provide admin support to the Gallery by answering calls and emails
- Provide admin support and assistance to Gallery members in the provision of workshops, training and attendance at community events.
- Assist with the display of products within the Gallery.
- Provide excellent customer service to Gallery visitors
- Ensure that the Gallery meets public health standards

Start Date: June 27th

End Date: August 26 (9 weeks)

Salary: \$16.00 per hour for 35 hours a week.

### How to apply:

You must be between the ages of 18-30 to apply. You do not need to be a student.

Please send your resume and a covering letter detailing the experience and skills you would bring to the position as well as two references to [artisanswaterfront@gmail.com](mailto:artisanswaterfront@gmail.com) with "attn: Summer Employment" as subject.