



POSITION: Retail Administrator

SUPERVISOR: Manager, Retail

CLASSIFICATION: Support

The Art Gallery of Hamilton, the oldest and largest art museum in Southern Ontario, is looking for a Retail Administrator to join our team.

Founded in 1914, the Art Gallery of Hamilton is the oldest and largest art museum in Southern Ontario with a permanent collection that is recognized as one of the finest in Canada. Embracing Canadian historical, international and contemporary art, the collection consists of more than 10,000 works. The AGH is renowned for presenting outstanding exhibitions and complementary programming for visitors of all ages. In addition to AGH Tours and AGH Talks, the Gallery offers studios for adults and kids, family activities, school programs, film programming, performances and more, all online and in person.

As a key member of the Shop at AGH team the Retail Administrator is integral to the “behind the scenes’ success of the department. Responsibilities fall into three major categories; POS support and inventory reconciliation, e-commerce support and financial reporting. The successful candidate will have experience with back end support on a POS system, Counter Point is an asset, and experience managing a Shopify e-commerce site. In addition, they should be proficient at preparing regular finance reports.

Overall the ideal candidate is someone who combines retail experience with a mind for systems and numbers while also having a passion for the Arts.

The role is part-time (21 hours per week) to begin with the potential to increase.

Interested applicants can email a complete resume to hr@artgalleryofhamilton.com prior to the application deadline of Monday, January 18, 2021. We encourage applications from all qualified individuals; however, only those under consideration will be contacted

As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. The Art Gallery of Hamilton is committed to providing accommodations throughout the recruitment process. If you require accommodation, please notify us and we will work with you to meet your needs.