



POSITION:	Retail & Art Sales Associate
SUPERVISOR:	Manager, Retail
CLASSIFICATION:	Support

Situated on the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas, the Art Gallery of Hamilton is one of Canada's longest-running arts organizations and has grown, changed and developed along with the many communities it serves. The Gallery delivers exhibitions accompanied by a range of programs and activities geared to encourage access, promote education, and inspire discussion among increasingly diverse audiences both in the immediate region and beyond.

We are proud of the work we are engaged in and recognize that the work continues. We are organizationally committed to improving equity both within our institution and across our sector. We encourage applicants from all equity-seeking communities to apply, with priority given to Black, Indigenous, and people of colour, recognizing that both lived and learned experiences will inform the success of this role.

The Art Gallery of Hamilton is looking to hire a Retail & Art Sales Associate to work at the Shop at AGH.

The Shop at AGH carries a carefully curated selection of art related books, giftware, jewellery & accessories, pottery, glass and so much more! We carry a comprehensive range of AGH publications from past and current AGH exhibitions, and carry exclusive items only available in the shop, such as our 100% silk scarves featuring artwork from our permanent collection and more. The Shop at AGH works closely with and shares a space with AGH Art Sales & Services, representing and selling works of art by over 200 local and regional artists.

The Retail Associate is responsible for assisting patrons and facilitating sales, primarily in the Shop at AGH, but also in support of Art Sales + Services. In addition they will support the daily operations of the Shop at AGH through replenishing stock, assisting with receiving and merchandising and supporting special functions or events that the gallery may undertake. On all matters, the Retail Associate works closely with, and reports to, the Manager, Retail. This is a part-time role, based on 2 shifts per week (Thursday to Sunday) and will require evening, weekend, and holiday work.

This position requires passion for the arts, combined with experience in retail, the ability to use a Point of Sale efficiently and accurately, and excellent customer service skills. A successful team member will demonstrate excellent product knowledge, support in store visual presentation and have strong communication and interpersonal skills.

Interested applicants can email a cover letter, and resume to [hr@artgalleryofhamilton.com](mailto:hr@artgalleryofhamilton.com) prior to the application deadline of Tuesday, August 9<sup>th</sup>, 2022. 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, priority will be given to those candidates representing equity seeking communities. 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.