

Retail, Gallery and Rental Assistant

Position: Part-Time, 16 hours per week

Schedule: Saturdays and Sundays, with shifts generally falling between **9:30 a.m. and 5:30 p.m.** or **3:00 p.m. and 11:00 p.m.**, depending on the event schedule

Location: In person

This job is funded until at least January 31, 2027, with chance of renewal and extension.

Position Overview

We are seeking a friendly, reliable, and organized **Retail, Gallery and Rental Assistant** to support the day-to-day operation of our gallery, artisan and craftsperson consignment shop, art supply shop, and arts venue.

This part-time weekend position combines customer service, retail and gallery support, inventory assistance, and event and venue operations. The successful candidate will be comfortable working independently, welcoming members of the public, assisting artists and artisans, and supporting rental clients during events.

The Position is funded by Cultural Works Canada and is open to current post-secondary students studying in a field related to the position. Candidates must also be eligible to work in Canada.

Key Responsibilities

Gallery, Shop & Customer Service

- Supervise the gallery, consignment shop, art supply shop, and arts venue during weekend hours.
- Welcome and assist patrons, visitors, artists, artisans, and customers.
- Provide friendly and knowledgeable customer service.
- Process sales and assist with retail transactions.
- Assist with inventory, including receiving, organizing, tracking, and displaying merchandise and artwork.
- Help prepare for and support gallery exhibitions, art shows, and other arts-related activities.
- Maintain clean, organized, and welcoming public spaces.
- Answer questions about artwork, products, events, venue spaces, and available services.

Rental & Event Support

- Assist rental clients with the use of the venue and its amenities.
- Help with event set-up, including basic room preparation and technology/AV set-up.
- Operate basic venue technology and equipment as required.
- Provide on-site assistance to rental clients throughout events.
- Assist members of the public with using and navigating the venue space.

- Perform minor cleaning and resetting of spaces before, during, and after events.
- Monitor the venue during rental events and help ensure that spaces are used appropriately and safely.
- Report maintenance, equipment, or other facility issues to the appropriate staff member.

Qualifications & Skills

- Excellent customer service and communication skills.
- Friendly, welcoming, and comfortable interacting with a wide range of people.
- Reliable and punctual, with the ability to work independently.
- Strong organizational and attention-to-detail skills.
- Comfortable handling sales transactions and assisting with inventory.
- Ability to learn and operate basic audio/visual and event technology.
- Comfortable working in a busy arts, retail, gallery, and event environment.
- Ability to perform light cleaning and physical tasks associated with event set-up and venue operations.
- Interest in the arts, crafts, local makers, or community events is an asset.
- Previous experience in retail, galleries, events, hospitality, customer service, or venue operations is an asset.

Ideal Candidate

The ideal candidate is someone who enjoys working with people and has an interest in the arts and creative community. They are dependable, approachable, adaptable, and able to shift between customer service, retail, gallery, and event-support responsibilities throughout a weekend shift.

Because event schedules may vary, flexibility with weekend daytime and evening hours is important.

Hours

This is a **16-hour-per-week, in-person weekend position**, with shifts scheduled on **Saturdays and Sundays**. Depending on the event schedule, shifts may range from approximately **9:30 a.m.–5:30 p.m.** or **3:00 p.m.–11:00 p.m.**

This job is funded until at least January 31, 2027, with chance of renewal and extension.

To Apply

Please email a cover letter and CV to ed@buttonfactoryarts.ca. Deadline to apply is September 8, 2026 at 5 pm. Please outline how you meet the requirements as a current post-secondary student in a related field.