

Federation of Canadian Artists
2021 March 17

Job Title: Gallery Sales Associate
Term: Part time, permanent (12 - 16 hours/week)
Organization: Federation of Canadian Artists
Location: Federation Gallery, Granville Island, Vancouver
Deadline: Until filled.



Job Description:

If you have sales experience in fine art or luxury goods, consider yourself a people-person and a team player and are looking for a challenging and unique opportunity, we're looking for you.

Located in the revived arts community on Granville Island, the Federation of Canadian Artists is searching for a motivated Gallery Sales Associate to join our team and work in the Federation Gallery.

The desired applicant will have experience working in a gallery, museum, non-profit or retail environment. They are the first point of contact for the gallery and an information point for our non-profit organization. Applicants should pride themselves on being professional, personable and presentable.

Desirable applicants will also possess excellent interpersonal skills, be outgoing and feel comfortable working with diverse groups of people. In addition applicants are expected to be well organized, reliable, and flexible.

Responsibilities:

Our Gallery Sales Associate assists customers in choosing art that fits well with their current collections or help them in choosing gifts for clients, or friends and family. In addition to sales you'll serve as first contact with our member artists and the public, as well as help the Gallery Coordinator with exhibition installations. As an important member of a small team, you will also assist a team of professionals in various tasks that support other departments.

Further duties will include helping clients and members over the phone and by email, ensuring the gallery stays clean and helping with special events and fundraisers.

The Gallery Sales Associate will look to implement new and improve upon existing sales practices and strategies. During quiet times the Gallery Sales Associate will be pro-active in promoting the gallery, exhibitions and member artists across digital and print platforms.

Qualifications:

An effective Gallery Sales Associate is an excellent listener who can ascertain a customer's needs and advise them accordingly. Knowledge in and a passion for art is required, prior experience with a commercial gallery would serve you well in this role.

Remuneration: \$16 - \$20/hr, depending on experience.

Hours: 2 days per week, Monday & Tuesday, 6 - 8 hours each day.

How to Apply: Email fcaoffice@artists.ca with your resume, cover letter and subject heading "Gallery Sales Associate Application"