



1073 Fox Point Road
Dwight, ON POA 1H0

We are hiring.

Seasonal, Part-Time Gallery Assistant/Sales Associate

About the Gallery

Oxtongue Craft Cabin & Gallery in Dwight exhibits and sells fine craft and original art created by over 100 contemporary Canadian artists and artisans. It is Muskoka's longest-running gallery and recognized as a premier destination experience. We are a small team of dedicated and creative individuals who provide exceptional customer service in a relaxed, professional setting.

Job Description

The gallery is seeking an art-loving individual to join our team as a part-time, seasonal Gallery Assistant/Sales Associate. This person will assist with all aspects of operating a gallery and provide extraordinary customer service support. The candidate must be able to work Wednesdays and Thursdays and possible Saturdays in July and August. There is also potential work in September to Thanksgiving.

Major Responsibilities

- assist the owner with all day-to-day gallery operations
- welcome visitors to the gallery and provide excellent customer service
- process sales through LightSpeed POS system (training provided)
- other duties as assigned

Position Requirements

- retail sales and/or customer service experience
- enjoy working with the public and meeting new people
- a genuine interest in fine craft and visual arts is an asset
- social media experience is a huge asset (Instagram and Facebook)
- ability to multi-task and work both independently and as a team player
- strong command of verbal and written English
- dress code: business casual

Job Type: Flexible, part-time seasonal work. 14 (plus) hours per week in the summer

Job Commencement: Saturdays (only) starting May 18, 2024; weekdays starting the week of July 2.

Pay Rate: \$19 / hour

Please e-mail: your resume and cover letter to Karen at: info@oxtonguecraftcabin.com at your earliest convenience.

Thank you for applying; only potential candidates will be notified for an interview.