



SHOP SALES ASSOCIATE - PART TIME

REPORTS TO: Director of Sales

POSITION TYPE: Part-time, 7-21 hours per week (1-3 days/week; includes some weekends)

COMPENSATION: \$18.00/hour + free onsite parking+20% employee discount in The Shop

LOCATION: Onsite at the AGB Shop

WHY JOIN THE ART GALLERY OF BURLINGTON?

Become part of a vibrant, creative community at the Art Gallery of Burlington (AGB), where we've been cultivating a love for visual arts for over 50 years. If you're passionate about creativity, collaboration, and connecting with people, this is your opportunity to make a meaningful impact.

We are seeking a reliable, customer-focused Part-Time Sales Associate to join our gallery shop team to help drive the success of our retail operations. This role is essential to ensuring a seamless, welcoming, and professional retail experience for every visitor. Working alongside our dedicated volunteers, who primarily assist customers on the sales floor, you will take the lead on point-of-sale transactions, inventory management, and merchandising support. The ideal candidate is personable, detail-oriented, and confident using (or learning to use) retail technology.

Join a dynamic and inclusive environment where your organization, initiative, and customer-first mindset will thrive. If you're motivated, reliable, and eager to be part of a team that supports artists and inspires the community, we'd love to hear from you.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Support daily operations including opening/closing procedures, processing all point-of sale (POS) transactions accurately and efficiently, store upkeep, and retail displays.
- Learn and confidently operate the gallery's POS system (training provided).
- Receive and ticket inventory.
- Support volunteers as needed to ensure excellent customer service.
- Answer basic questions about the gallery, shop items, and artists.
- Maintain a clean, organized, and welcoming environment.

ADDITIONAL RESPONSIBILITIES:

- Support and actively contribute to the AGB's mission, values, and organizational goals.
- Represent the AGB with professionalism and integrity, both internally and externally.
- Champion the AGB's commitment to Equity, Diversity, and Inclusion by ensuring all audiences and stakeholders feel welcomed and represented.
- Take on additional duties as assigned in support of organizational priorities.

QUALIFICATIONS & SKILLS:

- High school diploma or equivalent (post-secondary education is an asset).
- Previous retail or customer service experience preferred.
- Strong attention to details and accuracy, particularly with transactions.
- Familiarity with POS systems and confidence in learning new technologies and platforms (e.g., Excel, Word, PowerPoint).
- Friendly, professional, and customer-focused demeanor.
- Ability to work independently and take ownership of responsibilities.
- Interest in art, design, or cultural spaces is an asset.

HOURS & SCHEDULE

- Part-Time - **variable and flexible**. Weekly hours depend on store traffic and scheduling needs; ideal for candidates seeking supplemental or flexible work.
- Shifts are typically 7 hours and are scheduled 1–2 weeks in advance.
- Regular weekend availability preferred.

WORKING ENVIRONMENT:

- Primarily based in the AGB Shop, which may include moderate noise levels.
- Some lifting and physical movement is required for merchandising and stock management.

HOW TO APPLY (POSITION OPEN UNTIL FILLED)

To apply, please submit the following as one PDF document:

- A resume clearly outlining your relevant experience.
- A cover letter explaining your interest in the role and your qualifications.

Email your application to jobs@agb.life with the subject line: [Title of Position Applied For] – [Your Last Name]

Please note:

- We kindly ask that you do not call or visit in person regarding this opportunity.
- We appreciate all applications; however, only candidates selected for interviews will be contacted.
- Interviews will be scheduled at mutually agreeable times to ensure accessibility for all candidates.

ABOUT THE ART GALLERY OF BURLINGTON:

As a charitable non-profit cultural and educational organization, we focus on the exhibition, collection, conservation, and research of Canadian ceramics and the production of inclusive programs that foster awareness of contemporary art, craft, and related thought. As a gathering place for experiences, ideas, and learning, we commit to delivering programs that engage critically with contemporary art and craft practices. Our learning opportunities push the boundaries of traditional arts education and support artists, youth, and the broader community in their personal, professional, and artistic development. Boasting the world's most extensive collection of contemporary Canadian ceramics, we lead Canadian clay production's study, preservation, and circulation. As a hub of creative activity, our studios are open to artists and makers at all levels of skill and achievement.

The Art Gallery of Burlington is located on the ancestral territory of many Indigenous Nations including the Anishinaabeg, Haudenosaunee, and Métis peoples. The territory is mutually covered by the Dish with One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy, the Ojibway, and other allied Nations to peaceably share and care for the resources around the Great Lakes. We acknowledge that the land upon which we gather, to create and learn, is part of the Treaty Lands and Territory of the Mississaugas of the Credit.

The AGB is committed to fostering an organizational culture embodying an equitable, diverse, and inclusive environment where every one of its board directors, staff, volunteers, and members feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation or identity, disability, education, or any other bias. We welcome applications from interested and qualified candidates who represent our diverse community, including those from ethnic and Indigenous communities and from across the spectrum of sexual orientation and gender identity, as well as persons with disabilities. Please let us know if you require accommodation at any stage of the process.

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www.agb.life

@artgallburl