



Part Time Gallery Assistant

Job Type: Part Time Gallery Assistant

Hours: 5-15 depending on show schedule

Salary: \$17.10

About the Chemainus Theatre Festival:

The Chemainus Theatre Festival is a not-for-profit professional theatre company located on Vancouver Island. Since opening the doors to its 274 seat venue in 1993, annual attendance has grown to over 40,000 patrons per season. In addition to producing live, professional theatre, the Chemainus Theatre experience also includes the Playbill Dining Room, Fireside Lounge and Gallery Gift Shop.

Position Overview:

- Serving customers by developing rapport, building customer confidence, providing accurate information, and helping with product selection
- Maintaining a clean and orderly workspace or retail floor, daily housekeeping duties may require the use of a ladder.
- Performing all required POS transactions, both cash and credit card transactions efficiently and accurately
- Receiving, handling, replenishing, and processing incoming products
- Providing excellent customer service by responding to customer questions or issues regarding product features and benefits

Some Required Qualifications:

- Able to work as an individual and as part of a team
- Exceptional attention to detail
- Proficient POS and Computer skills
- Strong oral and written communication skills
- Ability to maintain a positive attitude, in a fast-paced environment.
- Excellent customer service skills
- Good organizational skills
- Ability to perform basic math when required.

The successful applicant will be available to work variable shifts including weekends, evenings, and day shifts.

Training for this position will begin as soon as a suitable candidate is found. Only those selected for an interview will be contacted.

Company Benefits include complimentary theatre tickets, discounts in the Playbill Dining Room and Gallery Gift Shop, Dental & Vision Care (after one year of service), and company events. Additional benefits are available based on employment status and tenure.

How to apply:

Send your resume and cover letter to: Attn: Gallery & Gift Shop Manager

Email: search@chemainustheatre.ca

In person: 9737 Chemainus Road, Chemainus BC

We thank all applicants for their interest, however only those selected for an interview will be contacted.

The Chemainus Theatre Festival respectfully acknowledges the hul'qumi'num speaking people, in particular the Puneluxutth (Penelakut) Tribe, on whose traditional territory we are thankful to work and play. The Chemainus Theatre is dedicated to building a just, equitable, inclusive, diverse, and accessible workplace and community. We encourage applicants to self-identify if they choose. Chemainus Theatre is committed to a safe and respectful workplace, to reducing barriers, embedding anti-oppression practices, and creating an environment of integrity, respect and cooperation.