



C2 SHOP & GALLERY ATTENDANT, C2 CENTRE FOR CRAFT

The C2 Centre for Craft is home to the Manitoba Crafts Museum and Library (MCML) and the Manitoba Craft Council (MCC). A major feature of the facility is the C2 Shop, a retail operation dedicated to showcasing local fine craft and merchandise related to MCML and MCC. The gallery features 6-8 exhibitions of contemporary and traditional craft per year.

We are seeking enthusiastic, energetic and welcoming individuals to join the C2 Shop and Gallery team. This position reports to the MCML Curator and MCC Director.

Purpose of the Shop

- To provide sales opportunities for Manitoba craft artists
- To provide visitors a sales venue to purchase fine craft and items related to MCC and MCML
- To provide revenue for MCC and MCML

Purpose of the Gallery

- To highlight Manitoba's rich craft heritage and vibrant contemporary craft culture
- To engage visitors in the art of craft
- To provide craft artists with a professional venue to exhibit and, where appropriate, sell their work

Skills, Knowledge and Experience Required

- Friendly and outgoing personality
- Excellent verbal communication skills
- Ability to represent the C2 Centre for Craft, MCC and MCML to the public
- Experience in retail /customer service is an asset
- Good computer and organizational skills
- Passion for craft and its makers and a commitment to be an effective member of the C2 Shop team

Duties and Responsibilities

- Being the first public face at the C2 Centre, providing information about exhibitions, craft artists, other features of the space, and information about the MCC and MCML
- Interact with visitors to the C2 Shop & Gallery, providing information about the work and the artists, showing work to customers, and making sales
- Handling cash and using the Square sales software (operated through an iPad)
- Assisting with inventory and with re-stocking merchandise and packaging
- Light cleaning and dusting
- Following the guidelines and procedures for the C2 Shop
- Working effectively with MCC and MCML staff
- Other duties as assigned and as possible based on individual skill sets and time available
- Maintain absolute confidentiality of the C2 Shop and Gallery's sensitive and private information to which you may have access

Time Commitment

- Volunteers commit to a regular weekly or bi-weekly shift.
- Shift hours are 12 – 4 pm, Wednesday to Saturday – Saturdays are our most urgent need
- A 6 - 12-month commitment is preferred