



Summer Student Employment – Gallery Assistant

The Station House Gallery & Gift Shop is seeking applications for summer student position(s) of Gallery Assistant. The Station House Gallery & Gift Shop is located at the foot of Oliver Street and is a designated Heritage Site. Offering exhibitions year-round in both lower and upper galleries in a variety of mediums highlighting some of Canada's most talented artists, as well as having a gift shop featuring local created items from regional artists.

About the Position:

The Gallery Assistant position is subject to funding (Young Canada Works & Canada Summer Jobs) with the potential of 13 weeks of employment (May/June through August). The start date will be determined with successful applicant. This position will be a fun and engaging experience with the Station House Gallery & Gift Shop and the community of the Cariboo Chilcotin.

Responsibilities:

- Retail Sales
- Opening and end of day tasks
- Display updates and organization
- Class/workshop registration
- Basic Banking Duties
- Inventory control and updating
- Marketing and promotion
- Cleaning
- Light outside duties; watering plants/weeding
- Heritage, Arts and Culture & Community promotion to visitors
- Collections Management

Skills and Qualifications:

- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the Immigration and Refugee Protection Act
- Be between 16 and 30 years of age at the beginning of the employment period
- Be legally entitled to work in Canada (have a valid social insurance number)
- Comfortable interacting with the public
- Are registered as a high school, college, CEGEP or university student
- Strong interpersonal and communication skills both verbally and written
- Ability to work as a team, and independently
- Familiar with Microsoft Office applications

- Ability to create promotional material is an asset
- Must be punctual

Compensation:

- Full Time Temporary Position – 35 hours/week at \$20/hour (Tuesday to Saturday)

How to Apply:

Please email your resume and cover letter to Davana Stafford at manager@stationhousegallery.com, or apply in person at the Station House Gallery & Gift Shop.

Application Deadline:

Currently accepting applications, with a closing deadline of May 9, 2025 at 6pm PST.

Join us at the Station House Gallery & Gift Shop where you can be a part of a team supporting local heritage, arts and culture within the Cariboo Chilcotin and spend your summer in a fun and positive environment. Enjoy your summer work experience at the Station House Gallery & Gift Shop!

The Station House Gallery & Gift Shop is an equal opportunity employer and does not discriminate against ethnicity, disability, religion, sexual orientation or gender identity.

We thank you for your interest in the Gallery Assistant position! Please note, only short-listed candidates will be contacted.