

## POSSIBLE WORLDS CONTRACT POSITION: SHOP ASSISTANT

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Be a part of a space which is passionate about multidisciplinary approaches to creating culture, alternative art and music spaces, and expanding cultural dialogue in Ottawa and beyond. You'll be able to put your ideas into action, connect with artists and the public, and make an impact on Ottawa's burgeoning creative scene.

### Job Description

Possible Worlds is seeking a Shop Assistant who will play a key role in highlighting artist works in the space and online, as well as develop ideas for generating revenue. Working selected hours per week with the Co-Directors of the space, The position will focus on three main areas:

- Updating the Possible Worlds e-commerce site
- Space operations, including inventory, visual merchandising and display
- Interacting with customers and collaborators during shifts in the shop.

### Responsibilities could include:

- Update Possible Worlds online e-commerce site
- Oversee the intake, processing, documentation (including photography), and labelling of inventory
- Research, identify and implement creative ways to highlight artist works in the space, including rotating window installations and visual merchandising
- Research, identify and implement creative ways to generate revenue with limited resources
- Work weekly shifts in the shop in a customer-facing role
- Meet with Possible Worlds Co-Directors for weekly meetings and/or correspond over email
- Other projects as required.

### Time Commitment

This paid position requires a time commitment of 5-8 hours a week for a paid 12-week contract, with the possibility of renewal. We may ask for a few extra hours during very busy times, which may include some weekends. The contract start date would begin in July 2017 and end in October 2017.

## Key Qualifications and Skills

- Working towards OR holds an undergraduate or college degree in the arts, social sciences, education, communications, journalism or marketing.
- Interest in contemporary art, culture and design, particularly visual art, graphic art, and/or electronic/experimental music.
- Work or volunteer experience in retail and/or artist-run space
- Work or volunteer experience in e-commerce (i.e. running an online shop)
- Proven creativity to develop ideas for visual displays and/or installations
- Active engagement with the art and/or music scenes in Ottawa-Gatineau. Engagement with art and/or music scenes in Canada and internationally is an asset.
- Active engagement with social media (i.e. Facebook, Instagram).
- Experience working with Microsoft Suite (Excel, Word). Experience in designing graphics for arts-focused groups and knowledge of Adobe Creative Suite (Illustrator, Photoshop, InDesign) are assets.
- Ability to handle multiple tasks and meet short deadlines.
- Excellent research, communication and customer service skills.
- Flexible and positive attitude, as well as a quick learner.
- Bilingual (English and French), or fluency in English and a second language, is an asset.

The candidate must be able to work independently, with a team, and remotely, as well as work some evenings and weekends. You should have access to your own computer and smartphone.

## How to Apply

We welcome applications from candidates with diverse backgrounds.

Please email [info@possibleworldsshop.com](mailto:info@possibleworldsshop.com) with your (1) resume and (2) a cover letter that details in 200 words or less:

- Why you are interested in applying to this position at Possible Worlds
- Relevant work or volunteer experience
- Web links to your portfolio, personal website or social media account
- Three references
- Your availability.

We thank everyone who applies; successful applicants will be contacted for an interview. Applications may also be kept on file for opportunities in fall/winter 2017. Depending on the candidate(s) selected, the Programming Assistant, Communications and Outreach Assistant and Shop Assistant could be merged into 1-2 positions.

**Deadline for applications is Friday, June 16, 2017, 11:59 PM EST.** Interviews for the position would ideally take place June 28-30, 2017, with a start date of early to mid July.