

# LEIGHTON ART CENTRE

## Gallery Shop & Guest Services Manager

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### THE ORGANIZATION

Leighton Art Centre has a rich history as a place for creative expression and artistic endeavour. Situated on 80 rural acres of magnificent foothills landscape just 15 km southwest of Calgary, the Leighton Art Centre features the historic home of renowned artist and architect A.C. Leighton and his wife Barbara, an accomplished artist in her own right. The Leighton Art Centre exists to keep the Leighton legacy alive by creating the resources to offer exceptional experiences to explore, appreciate, and create art.

**Value:** Respecting A.C. and Barbara Leighton's legacy, we value creativity, relationships, learning and the aesthetic experience.

**Vision:** Enriching lives and connections to each other, the Leighton Art Centre connects you to art, history and landscape.

**Mission:** As a vibrant and open space for creativity, the Leighton Art Centre provides you with the inspiration to explore, appreciate and create.

### Ends Statements;

**[Creativity]** We grow artists.

**[Explore, Appreciate]** We provide opportunities for visitors to explore the unexpected and gain new perspectives.

**[Sustainability]** We act mindfully in all areas impacting the LAC's long-term viability through holistic practice, meaningful community connections and enduring relationships.

### THE POSITION

Gallery Shop & Guest Services Manager

### KEY RESPONSIBILITIES

Reporting to the Executive Director, the Gallery Shop & Guest Services Manager is an integral senior member of the Leighton Art Centre team. The position includes diverse responsibilities such as interacting daily as the first point of contact for visitors, artists and guests of the LAC; sourcing, merchandising and facilitating the sale of local fine art and craft; maintaining an exciting and inspiring shop environment with artist work that complements the LAC membership and museum; fostering relationships with current and new members of the LAC. The Gallery Shop & Guest Services Manager will work closely with the Executive Director, the Manager of Exhibitions, Events & Volunteers, and the Director of Marketing & Communications to ensure smooth operations that meet the overall mandate and goals of the LAC.

## DUTIES

The Gallery Shop & Guest Services Manager is responsible for the sourcing, merchandising and sales of Fine Arts & Crafts by local artists while maintaining positive relationships with established and emerging artists and LAC Members.

- Interact daily as the first point of contact for visitors, artists and guests of the LAC.
- Design and merchandise gallery shop with local art, fine craft, books and museum-related material.
- Maintain a pleasant, inviting and clean gallery shop.
- Implement the use of the LAC point of sale system.
- Maintain up to date and organized inventory, product SKU, and labelling system.
- Manage art selection and sourcing.
- Develop and foster relationships with current and new artist members.
- Manage artist expectations and implement Leighton Art Centre rules of conduct for artists and members.
- Collaborate with the Director of Marketing & Communications to ensure membership is growing, managed and up to date.
- Maintain up to date artist contracts with shop-featured artist members.
- Produce artist cheque requisitions in agreement with artist contracts.
- Maintain updated CV's and Biographies for all featured artist members.
- Collaborate with Director of Marketing & Communications to create an ongoing marketing campaign featuring shop merchandise.
- Apply for STEP grant to hire, train and manage summer assistant.
- Manage and train shop staff and volunteers.
- Assist Executive Director and staff in relevant fundraising efforts and facilitating major events.
- Collaborate with the Executive Director to create and manage the annual shop budget.
- Procure shop supplies in accordance with this budget.

## QUALIFICATIONS

- At least 3 years of retail experience.
- Excellent merchandising and design skills. Strong eye for detail.
- Extensive knowledge of local artists and fine-crafts, and desire to develop and foster new relationships with the local arts community.
- Excellent interpersonal and customer service skills.
- Excellent organizational and multitasking skills in an ever changing and sometimes challenging environment.
- Experience working in the not-for-profit sector and museum or art gallery environment.
- Excellent written and verbal communications skills.
- Reliable vehicle - LAC is in a rural environment, inaccessible by public transit.

This is a full-time permanent position offering a competitive salary and benefits package.

Hours: Tuesday – Saturday 9:00 am – 5:00 pm.

Valid First Aid certificate and Police Information Check will be required.

Interested applicants are invited to submit a cover letter and resume to Executive Director Ms. Stephanie Doll: [stephanied@leightoncentre.org](mailto:stephanied@leightoncentre.org).

Competition for this position will remain open until a suitable candidate is found. We thank all applicants for their interest, but only candidates considered for an interview will be contacted.