



Columbia Valley Arts Council
 Invermere, B.C.
 columbiavalleyarts@gmail.com

WE'RE HIRING!

Role:	Gallery Assistant
Reports to:	Board of Directors
Role details:	Limited Term, Full-Time (40 hours/wk) Immediately - Aug. 31, 2026 Limited Term, Part-Time (20-24 hours/wk) Immediately - Aug. 31, 2026
Compensation:	\$18.25/hour
Created:	April 2026

About Us:

Columbia Valley Arts Council (CVA) is a not-for-profit registered under the BC Societies Act and a registered charity in Canada. Located in beautiful Invermere BC and serving the entire Columbia Valley, our mission is to enhance, inspire and encourage participation in the arts. We aspire to be a catalyst for a thriving arts community bringing people to the arts and arts to the people.

Located on unceded Ktunaxa territory in the beautiful and historic Pynelogs building adjacent to Kinsmen Beach, this venue permits us to house an active gallery, live performances, classes and programs as well as support a community hub for the arts and other not-for-profit organizations.

CVA has a Board of supportive directors who want to see you and CVA thrive.

About You:

You are an energetic and enthusiastic individual who knows how to engage with people and be the welcoming representative of the CVArts gallery. You are someone who thrives well during both a busy special event and during the quiet magic of a weekday afternoon when the art speaks for itself.

You take pride in being responsible for keeping our gallery running smoothly and ensuring every visitor experiences our space at its very best.

You enjoy creating positive first impressions and bringing energy and initiative to

everything you do.

Qualifications:

Customer Service & Communication

A friendly, professional demeanor is essential since the role centers on hosting visitors, greeting renters, and representing the gallery to the public. Strong verbal communication skills are needed for phone management sales conversations.

Sales Experience

Some background in retail, hospitality, or arts sales would be valuable for assisting with art purchases, memberships, and café/coffee service. Comfort with basic transactions and point-of-sale systems is a plus.

Organizational & Administrative Skills

The ability to manage opening/closing procedures reliably, maintain accurate signage, and keep both interior and exterior spaces orderly requires attention to detail and a sense of ownership over the environment.

Physical Readiness

The role includes light physical upkeep — tidying the gallery, maintaining the porch and deck, and updating exterior signage — so candidates should be comfortable with light cleaning and light outdoor maintenance tasks.

Arts or Cultural Interest

Familiarity with or genuine enthusiasm for visual arts helps when acting as gallery host and engaging meaningfully with visitors and artists. Prior experience in a gallery, museum, or cultural institution is a bonus.

Reliability & Independence

Since this person is often the sole on-site representative when the gallery is open, they need to be punctual, trustworthy, and capable of handling situations with minimal supervision.

About the Role:

The Gallery Assistant role is an integral component of Columbia Valley Arts day to day operations. The role carries out the following duties:

- Being on site when the gallery is open and during special events;
- Managing all aspects of the opening and closing of the gallery;
- Acting as the gallery host when required and overseeing volunteer gallery hosts;
- Monitoring the main phone line, addressing calls or redirecting calls to the appropriate individual in a timely fashion;
- Assisting with sales of art, memberships and at the coffee counter, as needed;
- Assisting with renters tour and orientation, as needed;

- Updating exterior signage at Pynelogs,
- Between the cleaner's regular weekly visits, ensuring regular upkeep of the gallery including replenishing bathroom supplies, garbage disposal etc.
- Ensuring the outside porch and deck remain appealing and represents CV Arts in a positive fashion;
- Assist the Operations Coordinator be carrying out tasks as assigned;
- Additional duties from time to time.
- Create advertisements on Canva for marketing purposes as needed.

If this sounds like you:

Please submit your resume, a cover letter to columbiavalleyarts@gmail.com (attention Board Chair).

Applications will be accepted until the position is filled.

Please indicate which role you are applying for, full-time or part-time.

Columbia Valley Arts is an equal opportunity employer committed to fostering an inclusive and diverse working environment.