

Art Gallery of Golden — Gallery & Gift Shop Coordinator

Organization: Kicking Horse Culture

Location: Art Gallery of Golden, Golden, BC

Position Type: Permanent, part-time

Start Date: Paid training in late October. Regular schedule begins in November 2026

Hours: Approximately 21–28 hours per week (3–4 days), beginning in November 2026

Wage: \$23 per hour

Application Deadline: Applications will be reviewed on a rolling basis until the position is filled

Reports to: Executive & Artistic Director & AGOG staff

About us

Kicking Horse Culture's mission is to engage, energize, and enrich the cultural life of Kicking Horse Country.

Operated by Kicking Horse Culture, the Art Gallery of Golden (AGOG) is a welcoming community space where artists, residents, and visitors connect. AGOG presents 8–10 exhibitions annually and operates a Studio Gift Shop featuring work by more than 100 local and regional artists. We believe a strong cultural community is built through creativity, relationships, shared responsibility, belonging, and care.

Learn more at:

<https://kickinghorseculture.ca/art-gallery-of-golden/>

About the Position

AGOG is seeking an organized, personable, and administratively confident person to join our team as Gallery & Gift Shop Coordinator.

This role connects people with art while maintaining the systems that support our artists, programs, and daily gallery operations. The Coordinator will work independently, collaborate with the Kicking Horse Culture team, and contribute ideas as the gallery continues to grow and adapt.

Responsibilities

- Welcome visitors and create an inclusive, engaging gallery experience
- Build knowledge of represented artists, artwork, and current exhibitions
- Maintain inventory, artist records, contracts, sales records, and daily financial tracking
- Coordinate the intake and return of gallery shop artwork
- Operate ACE POS, prepare cash deposits, and support ticket sales
- Manage AGOG social media
- Open and close the gallery and maintain welcoming displays
- Assist with exhibition installation, artwork documentation, openings, and programs
- Communicate thoughtfully with artists, staff, and community members
- Identify opportunities to strengthen gallery systems and visitor experiences
- Contribute to other gallery and Kicking Horse Culture projects as needed

What You Bring

- Experience with administration, inventory, recordkeeping, retail systems, or related work
- Strong organization and attention to detail
- Friendly, clear, and respectful communication
- The ability to work independently and collaboratively
- Confidence using spreadsheets, email, and point-of-sale systems and google docs.
- Curiosity, adaptability, and a willingness to learn
- An interest in visual art and connecting with the community
- Arts, cultural, retail, non-profit, or art-handling experience is an asset but is not required.

Applicants should be available for regular Saturday shifts and occasional evening gallery events. This role involves safely lifting and moving items weighing up to 30 pounds.

Schedule

This is a permanent part-time position of approximately 21–28 hours per week, generally scheduled over three to four days. Paid training will begin in late October, with the regular schedule beginning in November. Applicants should be available for regular Saturday shifts and occasional evening gallery events.

How to Apply

Please email your resume to **AGOG@kickinghorseculture.ca** with the subject line: “Gallery & Gift Shop Coordinator_First Name Last Name”

In your email, please include a short paragraph about your relevant experience and what interests you about working at the Art Gallery of Golden.

Applications will be reviewed as they are received, and the position will remain open until filled. We appreciate everyone’s interest; however, only applicants selected for an interview will be contacted.

Please do not contact the gallery by phone or social media regarding your application.