



1 RIVERSIDE DRIVE
CHISASIBI, QUEBEC
BOX 150, JOM 1E0

(819) 855-2878
www.chisasibi.ca

JOB OPPORTUNITY

TITLE: GIFT SHOP/GALLERY ATTENDANT

DEPARTMENT: CHISASIBI HERITAGE AND CULTURAL CENTRE (CHCC)

CORE FUNCTION: Under the direction and supervision of the Project Manager, the Gift Shop/Gallery Attendant will be responsible for planning, organizing, directing and controlling the activities of the gift shop and artists' gallery. The Gift Shop Attendant is responsible for providing excellent customer service to visitors of the Chisasibi Heritage and Cultural Centre. He/she operates the gift shop, assists visitors with purchases and inquiries, maintains merchandise displays, and supports operations by answering telephone calls and assisting with guided tours when required. The Gift Shop Attendant helps create a welcoming and informative experience for all visitors while promoting Cree culture, history, and heritage.

Core Values and Principles:

- ❖ Ensure that the organization's mission and mandate are held true and relevant
- ❖ Ensure that the traditional integrity and philosophy are respected

DUTIES AND RESPONSIBILITIES:

- Develop, promote and implement public relations and promotional brochures, pamphlets, etc in relation to the gift shop and gallery
- Provide support and assist in the preparation of exhibits relating to local artists, artisans, craftspeople, performers, etc
- Catalogue, label for proper identification and storage of material for the gift shop
- Schedule and prepare events relating to the art gallery and in conjunction with the CHCC programs and services
- Willing to undergo training as needed
- Welcome visitors and provide courteous and professional customer service.
- Operate the cash register and process sales transactions accurately.
- Assist customers with selecting merchandise and answering questions about products.
- Maintain accurate records of sales and inventory.



- Receive, price, label, and stock merchandise.
- Monitor inventory levels and report items requiring replenishment.
- Maintain attractive and organized product displays.
- Ensure the gift shop is clean, organized, and presentable at all times.
- Assist with opening and closing procedures.
- Greet visitors and provide general information about the museum, exhibits, programs, and services.
- Respond to visitor inquiries in person and direct them to appropriate staff when necessary.
- Promote museum exhibits, events, and cultural activities.
- When needed answer incoming telephone calls in a professional and courteous manner.
- Provide general information to callers or direct calls to the appropriate staff member.
- Support special events, educational programs, and cultural activities hosted by the museum.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- May be required to provide assistance to other departments.
- Perform other related duties as assigned.

EMPLOYMENT REQUIREMENTS:

- Secondary V diploma or equivalent.
- Knowledge of Cree, English. French an asset
- Training in customer service, tourism, retail operations, or a related field is considered an asset.



Knowledge, Skills and Abilities

- Excellent customer service and interpersonal skills.
- Strong communication skills, both verbal and written.
- Ability to work respectfully with visitors from diverse backgrounds.
- Basic computer skills and ability to operate cash registers and office equipment.
- Ability to work independently and as part of a team.
- Interest in Cree culture, history, and heritage.
- Ability to provide information clearly and confidently to visitors and tour groups.
- Strong organizational and time-management skills.

EMPLOYMENT CONDITIONS:

- Replacement position – on-contract – 35 hours per week
- Work is performed primarily within the museum and gift shop environment.
- Requires standing, walking, and interacting with visitors for extended periods.
- May involve lifting and moving merchandise and displays.
- Will require evening or weekend work during special events and peak tourism periods.

SALARY RANGE:

- \$38,911.60 minimum to \$58,458.40 maximum annually – depending on experience and qualifications

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

Please note: when submitting your resume, please include copies of all diplomas, certificates, valid driver's license and Indian status card. All applicants must agree to perform a criminal background check.



Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Or via email to: jobposting@chisasibi.ca

Posting Date: June 18, 2026
End of Posting: July 6, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM