

Shoe Room Sales Assistant

Ready to make your mark in the Arts?

Established in 1959, Canada's National Ballet School (NBS) is one of the world's foremost training institutions for aspiring young dancers and teachers. Attracting students from across the country and around the world, NBS is the only ballet academy in North America to provide elite dance training, academic instruction and residential care on the same campus. The School's progressive curriculum, with its emphasis on the physical and emotional well-being of the student, has put NBS at the forefront of dance training internationally.

Making dance relevant to all persons through its philosophy of 'sharing dance' sees NBS engaging a diverse mix of participants, from school children to people living with Parkinson's Disease, in both on and off-site classes.

Canada's National Ballet School is currently accepting applications for the **Permanent Part-Time** position:

SHOE ROOM SALES ASSISTANT

Reporting to the Manager/Footwear Specialist of *The Shoe Room*, the **Shoe Room Sales Assistant** will serve both NBS students and the dance community in general. This is an ideal position for someone who loves dance and understands the unique needs of classical dancers in particular. This position is physically demanding with prolonged periods of standing and some heavy lifting.

Candidates must be available to work Saturday or Sunday.

Major Duties and Responsibilities:

- Provide information, answer questions, schedule appointments, and assist customers in the selection of dancewear merchandise in person, by phone or mail order;
- Assist customers in the purchase of pointe shoes; complete sales transactions;
- Update and maintain a database of information on client/customer needs such as dance uniform requirements;
- Assist in pricing and displaying merchandise by stocking shelves, counters, racks and tables;
- Perform opening and closing procedures in the Point of Sales (POS) system;
- Responsible for processing financial transactions in the form of cash, debit and credit cards;
- Maintain a safe and clean store environment by assisting with the daily cleaning and maintenance.

Qualifications/Skills/Experience:

- Formal dance training in classical ballet considered an asset;
- Two (2) years customer related field experience; local knowledge of the dance market would be an asset;
- Completion of a high school diploma; related post-secondary education is a definite asset;
- Intermediate knowledge of Word, Excel and Outlook and POS system experience;
- Strong problem solving abilities, superior communication, customer service and interpersonal skills;
- Excellent customer service and communications skills and ability to interact with a variety of people including staff, students, parents, and the public.
- Ability to work in a fast-paced environment and as a team member.

Successful candidates must supply Canada's National Ballet School with a Police Reference Check in accordance with the School's Child Abuse/Sexual Abuse Prevention Policy; this will be coordinated through the Human Resources Department of NBS.

Qualified applicants should send resume, cover letter, and **shift availability** to careers@nbs-enb.ca, and include " **Shoe Room Sales Assistant – 2019**" in the subject line by **October 6, 2019***.

*** Consideration of applications will begin immediately and continue until the position is filled.**

 Canada's National Ballet School is located at 400 Jarvis St., Toronto, Ontario M4Y 2G6.
 Please visit www.nbs-enb.ca for more information.

NBS is committed to providing accessible employment practices, in compliance with the AODA. Requests for accommodation can be made at any stage of the recruitment process, applicants are asked to make their needs/requirements known.

NBS thanks all candidates for their interest; however, only those selected for interviews will be contacted.