

Job Ad – Archives Retail Services Coordinator

About Us

The Friends of the Provincial Archives of Alberta Society (Friends) is a non-profit organization created to promote and support the ongoing work of the Provincial Archives of Alberta (PAA). The PAA preserves the collective memory of Alberta and contributes to the protection of Albertans' rights and the sense of the Alberta identity. Located in Edmonton, it also acquires, preserves and makes available private records and government records available for research. The PAA serves as the permanent repository of records of enduring value of the Government of Alberta.

Role

The Friends are looking for a self-motivated, courteous, and hardworking individual to fill the coordinator role for the Archives Store and Client Services at the PAA. This is an excellent opportunity to work in a busy public setting and learn about Alberta Arts, Culture and Status of Women and the PAA.

In the Coordinator role, you will use your organizational and customer service skills to manage and track the on-site and online sales of products and services, promote the unique merchandise, and participate in outreach opportunities. Your creativity will be instrumental when you develop and implement strategies for marketing the Archives Store and Client Services. You will also assist in developing new products based on PAA holdings.

You will be responsible for:

- Processing in-person and online orders in a timely manner.
- Updating the sales system with changes to products and services.
- Training the PAA staff on the point-of-sale system.
- Providing front desk support coverage.
- Oversee ordering inventory and tracking consignment sales.
- Administer the conservation services.

Qualifications

High School Diploma with two years' retail management experience is required. Post-secondary Business or related degree or diploma is desirable. Experience in working in an office environment, using a point-of-sale system, and interacting with the public is required. Attention to detail and a team player with good organizational skills are also essential. Must be proficient in the use of Microsoft Office tools.

Notes

1. This is a full-time position although a shared working arrangement between two successful candidates may be considered. The successful candidate(s) will be expected to work a 36.25-hour workweek during regular hours of operation (8:15-4:30) from Monday to Friday, or Saturday. Some additional weekend work may be required.
2. This one-year contract position is dependent on successful funding.

How to Apply

The closing date of this competition is March 6, 2026. Please provide a 500 word writing sample and submit your cover letter and resume to friendspaainfo@gmail.com, or mail to Friends of PAA Society, 8555 Roper Road, Edmonton AB, T6E 5W1. If you have any questions about this position, please contact Susan Stanton at 780-427-0068.