

Fuller Lodge Art Center Gallery Manager Position

The Gallery Shop Manager should be outgoing and personable, eager to help customers, high energy, and creative. Must be okay to get hands dirty during the setting up and re-displaying of merchandise. Must also be willing to spend time in front of a computer and work with a variety of personalities (artists, volunteers, customers, etc.) on a daily basis.

General Duties:

Sales Floor

- Be able to open and close shop; Unlock, signs, music, lights, etc.
- Cash register/sales: Write up sales, make change, use credit card machine
- Greet and welcome customers and visitors
- Provide local information about the county, Fuller Lodge, museums, etc.
- Maintain appeal of merchandise in shop including displays, arrangement, filling in gaps when merchandise sells.
- Jewelry cases
- Shelving/floor displays; Assembling glass shelves and setting up displays
- Rearrange as needed to keep things fresh
- Seasonal displays

Artists

- Be able to explain deadlines and jury processes
- Organize juries for the gift shop per pre-set deadlines
- Send out jury notifications post jury
- Interact with artists: In person, through email, over the phone
- Ask for more inventory when needed
- Evaluate artist's sales on a regular basis
- Determine if artists' inventory should be removed
- Help establish a policy on sales expectations and artist involvement
- Work with Marketing to establish an "artist of the month" for the newsletter

Office

- Become familiar with BCSS software
- Enter inventory into database for records and price labels
- Order gift boxes, tissue paper, etc. from Bags & Bows periodically
- Stock supplies (packaging, receipts, etc.)
- Make sure all artists have contracts. Supply them as needed
- Conduct shop inventory every 6 months or as needed
- Enter sales into the computer; Prepare daily sales sheets for bookkeeper
- Work with bookkeeper to maintain accurate accounting

Volunteers

- Solicit volunteers for front desk and opening reception shifts as needed
- Be able to fill front desk when no volunteers are available
- Train volunteers
- Provide tasks for volunteers during their shifts
- Communicate with volunteers

Miscellaneous

- Register students for classes
- Communicate with other staff members about questions, classes, artists, exhibits, etc.
- Communicate with marketing about sales, new merchandise, upcoming events, etc.
- Assist with establishing front desk computerized system

Availability

- Starts out at 25-30 per week but will work up to full time no sooner than the end of March
- Pay would be \$10-\$12 per hour, based on experience
- Open hours: 10:00 am - 4:00 pm, Monday through Saturday
- Ability to work two Saturdays a month, possibly more during the holidays
- Be available for one Sunday during the holiday season
- Be available to work 5:00 pm to 7:00 pm shifts during opening receptions (one every 4-6 weeks)
- Be flexible in schedule to accommodate "late night" shifts for Summer concerts, etc.