

Fuller Lodge Art Center Gallery Shop Manager

To Apply:

Email application form, cover letter, and resume to info@fullerlodgeartcenter.com

Applications will be reviewed on a rolling basis.

Position Summary:

The Gallery Shop Manager manages the retail portion of the Fuller Lodge Arts Center, a consignment style shop featuring locally and regionally produced fine art and crafts. Duties fall into three main categories - Sales Floor, Gallery Shop Displays, and Office - and involve managing day-to-day operations, relationships with contributing artists, the physical space of the gallery shop, inventory, volunteers, and customer interactions.

Duties and Responsibilities:

Sales Floor

- Be able to open the gallery shop by 10am
- Turn on lights, signs, music and take out the road sign
- Walk through gallery shop to tidy merchandise and “fill” any visible holes
- Be able to work the front desk if there is no volunteer
 - Use QuickBooks Point of Sale and credit card machine to ring up sales
 - Greet and welcome customers and visitors
 - Provide information on artists and artistic processes
 - Provide local information about the county, Fuller Lodge, museums, etc.
 - Provide information about current and upcoming gallery shows, juries, events and fairs
 - Answer phone calls and take messages
- Coordinate Volunteers
 - Train volunteers on front desk procedures
 - Help volunteers troubleshoot computer or inventory issues
 - Provide tasks for volunteers (labeling, folding papers, organizing, cleaning)
 - Inform volunteers on current and upcoming shows and events
 - Maintain a current volunteer email list
 - Contact volunteers about missed shifts, company concerns, and open shifts
- Be available to answer questions about the gallery shop, juries, and at times answer questions for other departments (exhibitions, classes, fairs)
- Be able to close the gallery shop at 4pm
 - Ability to keep the gallery shop open late if customers are still shopping
 - Bring road sign in, turn off signs, lights, and music
 - Lock doors, close windows, set alarm
- Complete End of Day Financial Procedures
 - Count cash drawer
 - Settle credit card machine
 - Write deposits in QuickBooks
 - Compile daily financial information for bookkeeper

- Drop off deposits at the bank 1-2 times a week
 - Maintain small bills and adequate coins in cash drawer and petty cash

Gallery Shop Displays

- Create engaging displays of artwork, changing set-up and rotating artwork often
- Rework jewelry displays regularly
- Showcase each artist's work as equally as possible
- Work with Exhibitions Manager and Directors during holiday show, Affordable Arts, to set-up displays and extend the gallery shop into exhibition space.

Office Duties

- QuickBooks Point of Sale
 - Manage preferences and company information
 - Make, track, and manage sales
 - Input and tag new inventory (sometimes through excel spreadsheets)
 - Run reports on sales or inventory
 - Maintain up-to-date contact information for artists and volunteers
 - Ability to learn and continue to expand FLAC knowledge and use of QuickBooks POS system
- Ability Consignment Software
 - At the beginning of each month, use Ability Consignment to create payout summaries for each artist.
 - Work with bookkeeper to get checks for artists printed, signed, folded and in envelopes
 - Send out emails to artists about checks becoming available
 - Mail out checks
- Inventory Management
 - Every three months analyze artists' sales to determine if artwork is selling and if the artwork should remain in the gallery shop.
 - Send out goodbye and recommendation emails, return artwork
 - Communicate with artists about the need for new inventory
 - Provide settlement and inventory information to artists when requested
 - Work with artists to solve any settlement or inventory questions/discrepancies
- Gallery Shop Jury
 - Create a yearly schedule for 4-5 gallery shop juries between January and August
 - Hold juries to determine if an artist's work will be accepted into the gallery and notify artists of results
- Communicate with Artists
 - Respond to artists' questions and concerns through email, phone and in-person
 - Schedule meetings with artists as needed (in-coming inventory/concerns)
 - Uphold and enforce company consignment policies
- Organization
 - Organize artwork and supplies on shelves in office and in store room
 - Maintain electronic file organization

- Keep track of office and shop supplies and purchase as needed

Other duties as arise

Minimum Qualifications:

- There are no minimum qualifications

Preferred Qualifications:

- Experience in retail or art galleries
- Experience managing employees or volunteers
- Experience training others
- Experience working with Quickbooks POS or similar software

Knowledge, Skills, and Abilities:

- Strong organizational and problem-solving skills
- Good communication skills, both written and verbal
- Ability to learn new skills and information, including flexibility to changes in job resulting from COVID-19 restrictions
- Computer skills
 - Working knowledge of Microsoft Excel and Word
 - Ability to learn Quickbooks POS and train others on the software
 - Ability to troubleshoot technical issues and work with tech support

Availability:

- 25-30 hours a week
- Ability to be present during most open hours (4-5 days a week)
 - Open hours: 10:00 am - 4:00 pm, Monday-Saturday
- Ability to work 1-2 Saturdays a month
- Ability to work 5:00pm - 7:00pm shifts during opening receptions (one every 4-6 weeks)
- Ability to work one Sunday a month during holiday season

Physical Demands:

While performing this job, the employee routinely sits, stands, crouches, kneels, lifts, walks, talks, and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee routinely lifts and/or moves up to 35 pounds and occasionally up to 50 pounds. The employee routinely arranges displays, including displays near floor level.

Work Environment:

The Fuller Lodge Art Center is located in a two-story historic building without an elevator. The employee works in both shared office space and on the gallery/shop floor with regular foot traffic and moderate noise levels. The employee interacts with other staff, artists/vendors, and customers/visitors in person, by phone, and/or through email. Some products sold in the shop contain artificial or natural fragrances.