

## **Gallery Shop Manager**

### **To Apply:**

Email application form, cover letter, and resume to [info@fullerlodgearchartcenter.com](mailto:info@fullerlodgearchartcenter.com)

Applications will be reviewed on a rolling basis with priority given to applications received by Monday, November 8th, 2021.

### **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