

Gallery Assistants are key staff positions ensuring achievement of the goals and success of the Piedmont Craftsmen Gallery. Gallery Assistants report directly to the Gallery Manager and work closely with other sales and administrative staff members.

Duties will include the following:

- Open Gallery for daily business, including: turn on lights and music, open gates, unlock door, make certain that there are enough shopping bags & bubble wrap at front counter, and some light cleaning and shop straightening as needed.
- Welcome each customer as they enter store, offer to answer any questions they might have, making yourself available for customer assistance if it is needed.
- Provide information on artists and their technique as requested by the customer. Since there are so many types of craft in the shop, it is important to be familiar with all of the techniques and any new items the shop might receive.
- Process sales, bag/box and wrap items.
- Prepare items for shipping and fill out proper paperwork.
- Replace any sold items so that there are no “holes” on the shelves.
- New merchandise: unpack, record, price and tag inventory. Report any damages to Gallery Manager.
- Current merchandise: check for proper sales tags. Replace as needed. Remove damaged merchandise from sales floor and report to Gallery Manager and Exhibitions Manager
- Maintain orderliness in the stock room and sales desk area.
- At the end of the day, turn off lights, lock doors and close gates. Check that back, front and stockroom doors are locked and the alarm is set.
- Must work at monthly Gallery Hops and be available as needed for work on Saturdays and at the annual Crafts Fair in November.

## **Physical Demands**

- The position demands and requires the employee to walk, bend, stoop, reach above their head, have use of fine and gross motor skills, and work in close quarters.
- The employee must have normal visual acuity at near and far distance with correction and hear the spoken word with correction.
- The employee must be fluent in English.
- While performing the duties of this job, the employee is regularly required to sit and to work at a computer, and sometimes to climb ladders and handle artwork.
- The employee is frequently required to use hands to handle or touch objects, tools, or displays.
- The employee must be willing/able to move heavy display equipment, objects or boxes.
- The employee will be required to occasionally work long days (10+ hours) during fundraisers, Gallery Hops and the annual Craftsmen Fair.
- This position may require travel at times and the ability to drive a car and have a valid driver's license.