



S H E M E R
a r t c e n t e r

GIFT SHOP SPECIALIST JOB DESCRIPTION

Title: Gift Shop Specialist

Starting Date:

Reporting To: Program Director

The Shemer Art Center is seeking an experienced and energetic team member who interacts well with the public and is able to share the positive energy of our already dynamic art organization and team to join us as Gift Shop Specialist. The Gift Shop Specialist will work with the Program Director to oversee ongoing operations of the Shemer Art Center's gift shop, which includes:

- meeting with artists to update and maintain artist inventories;
- interacting with customers, including greeting and helping facilitate sales;
- creating displays and overseeing the merchandising of artist works in both the gift shop and lobby bookcase;
- drafting and sending out artist correspondence (thank you notes, meeting scheduling, requests for artwork, submission notifications, and monthly updates, etc.)
- assisting with bi-annual gift shop submissions from new artists;
- creating signage and pricing labels;
- keeping track of gift shop supplies;
- reviewing monthly reports and artist payments;
- soliciting and organizing gift shop volunteers; and
- as needed, attending and assisting at exhibition openings and events.

Position Skills and Experience:

- energetic, friendly and outgoing
- effective verbal and written communications
- fine art knowledge
- retail or gallery art sales experience
- merchandising and display experience
- MAC computers (Apple), Office (Word, Excel, Outlook)
- Apple email

Terms of Employment:

- Hourly, non-benefited position, 10-15 hours per week (one or two weekdays and Saturdays 10 a.m. – 3 p.m.), plus additional hours as available for exhibition openings and events.
- Rate: TBD, based on experience.
- Paid holidays, vacation, sick and personal days.

Background and reference verifications will be requested.