



Gallery Associate

Represent LeMoyne Arts to the public, including all visitors and callers. Duties include day-to-day gallery and gallery shop duties, gallery shop artist communication, sales transactions and sales reporting, volunteer coordination, and attendance reporting.

Job Title: Gallery Associate

Reports to: Gallery Shop Manager and Executive Director

Essential Duties & Responsibilities:

GENERAL:

Greeting and assisting general public, members & sponsors, volunteers, artists, potential renters
Answer the phone and respond to email/phone inquiries, or forward them to the appropriate party
Docent current & future exhibition, program & event information
Event and Exhibit Reporting: Track, compile and report visitor attendance, demographic data, other statistics, as needed for grant reporting and Director's reports
Coordinate volunteers, volunteer schedule, and volunteer tasks
Maintain updated LeMoyne materials in lobby
Serve as support for special events & programs
Assist with intake and pack up of all art work (exhibit work, auction donations, etc)
Other duties, as needed or assigned
Conversable knowledge of current and upcoming programs
Knowledge of facilities and grounds
Check front yard & entrance each day to ensure it is clean & tidy
Place OPEN sign out/bring in
Do walk-through of galleries and grounds every morning to ensure all is operational and ready for visitors
Keep Gallery level neat & tidy
Pack up & put away after events

GALLERY SHOP:

Stay current and familiar with all Gallery Shop policies and artists
Build relationships with existing Artists in Gallery Shop, scout new potential Gallery Shop Artists
Sales: Be proficient in using the point of sale system (Clover) for sales transactions, and be ready to assist with sales and registrations through LeMoyne's website, as necessary
Be proficient in all retail procedures, with attention to correct use of Consignment App for artist and inventory management.
Coordinate with artists on intake & pick up of artwork
Maintain organized and current gallery shop records, (Sales, artist forms, volunteer check in, etc)
Communicate with Gallery Shop artists to ensure inventory stays fresh and restocked
Create/Add artist biography cards for shop displays, as needed
Display artist work in shop
Work closely with Office Manager to Generate sales reports (Artist Transmittals) and reporting
Email Artist Transmittals to Gallery Shop artists, cc Executive Director and Office Manager
Count cash drawer and record on Count Sheet at the start/end of each day/shift.
Reporting - print daily, weekly sales reports at end of each day/shift
Turn in count sheet, reports & deposits to Office Manager
Keep Gallery and Shop clean/dusting/sweeping



Qualifications and Skills:

- Great written and verbal communication skills
- High level of professionalism and courtesy
- Comfortable interacting with the general public in a professional and friendly manner
- Ability to direct volunteers to accomplish a variety of tasks
- Quick thinking and problem solving
- Ability to prioritize among many tasks
- Self-motivated and good work ethic

Education and/or Experience

- Undergraduate degree
- Computer proficiency
- Prior experience in fast-paced environment a plus

Language Skills

- Ability to speak & write English fluently, Spanish helpful

Mathematical Skills

- Basic mathematics required

Physical Demands

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

- Lifting up to 40 pounds may be required
- Working Tuesday through Saturday 11:00 AM – 6:00 PM, events and holiday hours may require additional hours. Occasional evenings required