



## **Job Description: Sales Associate Gallery Store**

Reports to: Gallery Director

Employment status: Part-time, non-exempt

The Sales Associate receives the public at the Welcome Desk and assists them in their interaction with the Art Center; maintains the Gallery Store and makes sales.

### **Responsibilities including ( but not limited to):**

1. Open and close the Galleries (see Procedures for Opening and Closing)
2. Greet the public in a professional and friendly manner: answer questions, introduce them to the current shows, connect them with appropriate staff such as Registrar, Department Coordinator, or Gallery Manager, make them welcome at the Art Center
3. Answer the phone: Direct calls and answer questions
4. Make Sales (see Sales Procedures)
5. Maintain the Gallery Store in a clean and organized way, replacing inventory from back stock when items have sold
6. Assist Gallery Manager with displays, labeling, stocking, and updating inventory as needed
7. Other duties as assigned by the Gallery Director