

## Part-Time Gallery Associate

**The Lighthouse Arts Center, Bucksport, ME**

### **Job Summary:**

The Gallery Associate's main job duty is to ensure a pleasant and satisfying experience for our gallery customers, and promoting all Lighthouse activities. The Gallery Associate is the customers' primary point of contact so you need to be knowledgeable about our artists, art supplies, and all the events, classes, and workshops happening here, as well as having a pleasant and cheerful personality.

The gallery is open Tuesday through Saturday, year-round. Hours will vary depending on the season ranging 15 to 30 hours per week. Pay is hourly: \$11 - \$13 depending on experience.

### **Essential Functions:**

#### **Communication:**

- Exemplifies exceptional customer service by helping customers to locate merchandise, answering questions, solving problems, etc.
- Answers phone calls, emails, and either handles the requests or forwards them to the appropriate team member.
- Proactively communicates with team members about what goes on in the Gallery
- Understands daily tasks and expectations, and is not afraid to ask questions when a problem arises and you need clarification or guidance.

#### **Knowledge:**

- Art background is a must; to enable you to converse intelligently with customers about the various artists' work.
- You will need to learn about each artist, where each artists' work is located in the gallery, and any other information we might have about the artists, as customers often have many questions.
- Knowledge of general art mediums to be able to answer customer questions about art supplies
- Basic computer skills, such as Word, Excel, data entry, social media
- Exemplifies the Lighthouse mission statement, vision and values in everyday work
- Follows all Lighthouse policies and procedures

#### **Administration:**

- Handling all aspects of sales, including the use of our Talech Point of Sale (POS) software, packing, gift wrapping, tracking and record-keeping
- Maintaining inventory of and labeling gallery items
- Accepting delivery of art supplies, entering into POS system, pricing, labeling, displaying artwork attractively, stocking shelves

- Maintaining the integrity of the gallery by ensuring that shelves and artwork are clean and dusted, items labeled correctly, paintings are hanging straight, Gallery floor is dust mopped, and entry-way carpet is swept or vacuumed.
- Opening and closing sales system and storefront as necessary

The Lighthouse Arts Center is a Christian-based enterprise and has been in business for about a year and half. It consists of multiple galleries representing approximately 100 artists, and teaches classes, workshops and holds events in the Education Center located on the lower level. The Lighthouse is located on the waterfront in Bucksport. For more information about us, see [www.LighthouseArtsCenter.com](http://www.LighthouseArtsCenter.com).

Send Resume and cover letter to: [Kathy@LighthouseArtsCenter.com](mailto:Kathy@LighthouseArtsCenter.com) or mail to:  
Lighthouse Arts Center, PO Box 2003, Bucksport ME 04416, Attention Kathryn James, Owner  
We will start reviewing applications Oct. 5, 2018 and continue until the job is filled.