

## **Retail Coordinator/Customer Service Representative**

The Brentwood Art Exchange seeks an applicant with specialized knowledge in retail sales, customer service, and a passion for fine art and craft.

**Starting pay range:** \$15.00 - \$17.00/hour

**Location:** Brentwood Arts Exchange, Brentwood, MD 20722

**Term (summer or permanent):** Seasonal

**Apply by 5/16/22 for Best Consideration**

### **Full Job Description:**

The Maryland-National Capital Park and Planning Commission's Brentwood Arts Exchange is seeking a part-time retail coordinator/customer service representative. The retail coordinator will be in charge of managing the day to day operations of the craft store as well performing various administrative duties that benefit the organization.

The Brentwood Arts Exchange serves as an anchor for the thriving art community in the Gateway Arts District, providing contemporary art exhibitions, film and music series, classes for adults and kids summer camps and more. Join our team today!

### **Duties:**

As the retail coordinator, the duties will be:

Updating inventory and product allocation;

Organizing and creating captivating displays;

Assisting with innovative marketing strategies;

Creating graphics and copy for digital newsletters and other advertisements;

And helping customers with product sales.

As a customer service representative, the duties will be:

Greeting and informing patrons of the organization about our gallery and programs;

Ring in sales transactions and other administrative duties pertaining to daily operations;

Maintaining a clean and organized work environment;

Providing a positive work atmosphere;

Assisting during gallery receptions, rentals, and other programs;

And responsible for opening and closing duties.

### **Qualifications:**

Ideal candidate will have at least 2 years retail experience.

### **To Apply:**

Send a statement of interest and resume to Spencer Dormitzer, Director at [spencer.dormitzer@pgparks.com](mailto:spencer.dormitzer@pgparks.com). Resumes will be received and accepted until the position is filled.