

## **Full-time Gallery Assistant Manager and Volunteer Coordinator Job Description and Requirements**

### **Reports to: Gallery Manager**

**Florida CraftArt (FCA)** is a nonprofit organization located in downtown St. Petersburg that represents fine craft artists working in Florida and engages the community through educational programming. The full-time Gallery Assistant Manager assists in the overall operations of Florida CraftArt's retail gallery and exhibition space.

### **Job Summary**

The Gallery Assistant Manager furthers the advancement of fine craft artists through volunteer coordinating, inventory management, merchandising, facilitating sales to customers, social media marketing, exhibition installation/deinstallation, and general upkeep of the gallery.

### **Responsibilities and Duties**

- Act as manager-on-duty during Saturday and Sunday hours.
  - Supervise part-time Gallery Assistant and volunteers.
  - Prioritize sales floor and customer service during open hours.
  - Operate and troubleshoot point-of-sales system.
  - Oversee and manage weekend events and programming (mainly Second Saturday Artwalk).
- Manage volunteer program.
  - Schedule, onboard, and train new volunteers.
  - Manage VolunteerMatch program.
  - Match volunteers with opportunities that engage their skills and interests.
  - Communicate new information and ensure compliance.
  - Plan and execute volunteer appreciation events and workshops.
- Support the Gallery Manager in the operations and appearance of the retail gallery.
  - Execute inventory management:
    - Collaborate with Gallery Manager to identify restock needs and aging inventory.
    - Meet with artists to facilitate artwork drop-off and pick-up.
    - Catalog all incoming and outgoing inventory in point-of-sales system (Artisan).
    - Generate labels and manage labeling of all inventories.
  - Carry out proper art-handling, including the display, safe storage, and packing of artwork.
  - Collaborate with the Gallery Manager to refresh artwork displays and signage to encourage sales.
  - Participate in gallery jury committee to select incoming retail artists.

- Participate in all merchandise committee meetings and complete actionable items as assigned.
- Provide customer service and run sales as needed during open hours, special events, and Second Saturday ArtWalk.
- Manage social media marketing.
  - Create and post content for social media platforms (Facebook and Instagram) to promote sales, exhibitions, and events.
  - Respond to comments and messages as needed.
  - Report social media statistics for monthly board reports.
- Support the gallery manager in the planning and execution of exhibitions.
  - Participate in exhibition jury committee for open call exhibitions.
  - Catalog all artwork into the point-of-sales system.
  - Create wall labels and contact sheets.
  - Assist with exhibit installation and deinstallation.
  - Facilitate shipping of artwork to collectors and artists.
- Additional tasks as assigned by the Gallery Manager and Chief Executive Officer.

### **Qualifications and Skills**

1. 3+ years working in a relevant professional environment, such as but not limited to retail, nonprofits, or the arts.
2. Demonstrated customer service skills.
3. Proactive and self-motivated.
4. Ability to prioritize and multitask a wide range of duties.
5. Strong organizational skills and attention to detail.
6. Excellent interpersonal oral and written communication skills.
7. Social media experience.
8. Possession of a collaborative style in the workplace, including professional attitude, dependability, and cooperation.
9. Strong computer skills, including Microsoft Office and knowledge of Excel, databases, and social media sites.
10. Education and/or professional experience in the arts strongly preferred.
11. Ability to work weekends.
12. Ability to lift and/or move up to 25 pounds.
13. Ability to stand for 8 hours.

### **Schedule:**

Wednesday-Sunday

40 hours with occasional paid overtime, as needed

Weekly Hours:

- Wednesdays: 9:30am – 5:30pm (or until gallery is fully closed)
- Thursdays: 9:30am – 5:30pm (or until gallery is fully closed)
- Fridays: 9:30am – 5:30pm (or until gallery is fully closed)
- Saturdays: 9:30am – 5:30pm (or until gallery is fully closed)
  - \*Potential of staying until 9pm during Second Saturday Artwalk
- Sundays: 11:30am – 5:00pm (or until gallery is fully closed)

*Note: There is the option to work Monday or Tuesday in exchange for one Saturday and one Sunday off each month.*

**Salary and Benefits**

\$16.00/hour

Paid time off and holidays

Health insurance stipend (distributed monthly)

**To apply, email your cover letter and resume to: [Gallery@FloridaCraftArt.org](mailto:Gallery@FloridaCraftArt.org) with the subject line: "Gallery Assistant Manager application." No phone calls, please.**