

Part-Time Gallery Assistant Job Description and Requirements

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 part-time Gallery Assistant assists in the overall operations of Florida CraftArt's retail gallery and exhibition space.

Job Summary

The Gallery Assistant furthers the advancement of fine craft artists by facilitating artwork sales to customers, assisting in exhibition installation/deinstallation, and providing support for the Gallery Manager and Gallery Assistant Manager.

Responsibilities and Duties

- Facilitate artwork sales to customers.
 - Greet and engage customers to guide them toward sales and ensure customer satisfaction.
 - Learn about artists and their artwork to share information with customers.
 - Assist with merchandising by restocking and maintaining visually appealing product displays.
 - Operate and troubleshoot point-of-sales (POS) system, including opening and closing procedures.
 - Assist in set-up and execution of special events, especially Second Saturday ArtWalk.
 - Provide support to volunteers working in the retail gallery by answering questions and assisting with sales training.
 - Maintain a clean and organized sales floor; Carry out organizational policies and procedures.
 - Ability to multitask effectively and prioritize tasks in a fast-paced, high-pressure environment
- Provide support for exhibitions.
 - Assist in the installation and deinstallation of exhibitions, including artwork handling, wall prep, painting, setting track lights, and moving and installing display furniture.
 - Learn and share information about each exhibition to share with visitors.
- Support the Gallery Manager and Gallery Assistant Manager in the operations of the gallery.
 - Carry out proper art-handling, including the display, safe storage, and packing of artwork.
 - Assist with inventory management by identifying restock needs.
 - Maintain organizational systems in the office, backstock and storage areas.
 - Assist in social media presence
 - Filing paperwork, organizing back storage space, occasional Canva design
- Additional tasks as assigned by the Gallery Manager, Gallery Assistant Manager, and Chief Executive Officer.

Qualifications and Skills

1. Dependability and punctuality.
2. Work experience in a retail sales environment.
3. Demonstrated customer service skills.
4. Strong interpersonal communication skills.
5. Professional attitude and ability to collaborate.
6. Ability to take initiative and independently identify tasks that need attention.
7. Proactive and resourceful problem solving.
8. Microsoft Office suite proficiency.
9. Experience in the arts preferred.
10. Experience working with basic power tools preferred.
11. Proficiency in English language.
12. Basic math proficiency.
13. Ability to work weekends.
14. Ability to lift and/or move up to 25 pounds.
15. Ability to stand for 8 hours.
16. Ability to work on a ladder.

Schedule:

Sunday-Monday, Second Saturdays

14.5 hours regularly, 19.25 hours including Second Saturdays with occasional opportunities for extra hours

Weekly Hours:

- **Second Saturdays: 4:30– 9:15pm** for ArtWalk (or until gallery is fully closed)
- **Sundays: 10:45am – 5:15pm** (or until gallery is fully closed)
- **Mondays: 9:45am – 5:45pm** (or until gallery is fully closed)

Salary and Benefits

\$15.00/hour, paid bi-weekly

Paid holidays (when they fall on Saturday, Sunday, or Monday)

To apply, email your cover letter, resume, and references to: Gallery@FloridaCraftArt.org with the subject line: "Gallery Assistant application." No phone calls, please.

Application deadline: 3/22/2026 11:59PM