Status: Full time; Exempt (40 hours per week)
Eligible for Benefits: Yes
Reports to: Lead Curator
Department: Galleries

The A2AC celebrates diversity and is committed to creating an inclusive environment for all employees. All aspects of employment, including hiring, are based on merit, competence, performance, and organizational needs.

Overview: Manager of the A2AC Gallery Shop

The Gallery Shop Manager will report directly to the Lead Curator and manage the Gallery Shop's day-to-day operations, both in-store and online. In this role, the Gallery Shop manager will cultivate relationships with patrons, artists, staff, volunteers, donors, and community members.

Gallery Shop

Merchandising – The Gallery Shop Manager will promote goods, especially by their presentation in both the retail and online galleries.

- Provides outstanding customer service to all gallery visitors, in person and by phone
- Collaborates with the Lead Curator to select artists to sell both online and in the shop
- Working knowledge of artists represented - responsible for artist relationships and communications related to artwork drop-off and pickup (ensuring accurate inventory check-in and check-out)
- Responsible for hanging artwork and posting artwork online
- Maintains artwork storage and stock room
- Orders supplies as required
- Maintains exterior and interior building entryways
- Maintains cleanliness (patch and paint as needed, dusting)
- Ensures all gallery contracts/forms are up-to-date and comprehensive
- Implements new or improved processes as needed; Documents policies and procedures

Financial Responsibility – Ensures system accuracy throughout the sales process and manages expenses based on the annual budget

- Ensures and improves financial integrity of sales transaction through the QuickBooks POS system – ability to pull reports as required
- Reconciles in-shop sales with online inventory
- Follows purchase order processes for expense management
- Manages budget throughout the year; reports on metrics
- Processes all necessary paperwork to pay artists, jurors, vendors, and gallery staff reimbursements
- Conducts physical inventory and reconciliation twice per year
- Enforces loss prevention and building security strategies
- Places supply orders within budget
Human Resource Management – Works to build a strong retail team
- Trains gallery shop staff as required
- Manages work schedules to ensure proper coverage for retail hours of operations (steps in to cover gallery shop schedule in times of short staffing)
- Determines gallery shop staffing needs and manages staff, including full-time employees, part-time employees, work-study students, interns, and volunteers

Team Player – Works to support all team members throughout the organization and goes the extra mile to ensure excellence in all areas of Art Center operations.
- Education Team Support
  - Selling education classes and youth camps
  - Registering students in ActiveNet
  - Processing education purchases transactions
  - Facilitates artwork pick up at the end of classes and workshops
- Marketing Team Support
  - Collaborates to create promotional strategies and ensure proper gallery coverage
- Development Team Support
  - Assists in coordinating art events as required
  - Provides support to all other department programs and special events, as needed

Preferred Skills
Retail Experience
Experience hanging art or willing to learn
QB POS, Word, and Excel knowledge
Fundamental understanding of accounting
Working knowledge of Ship Station and Squarespace a plus
Photography Experience Preferred