



Mono Arts Council, Gallery Retail Manager

Year-Round, Part-time (30-35 hours per week), Starting Pay Range- \$19.00 - \$25.00/hour (based on experience)

Available Immediately

Position Overview

The Gallery Retail Manager (GRM) will work closely with the Gallery Curator and Artist Liaison to manage and operate the Mono Arts Council Gallery & Community Arts Center. This position will be the face of the Mono Arts Council and the Gallery & Community Arts Center and must foster a culture that honors, respects, and strives to ensure the highest level of care for our diverse and varied artists and visitors as well as the art work we present in our gallery. The successful candidate will create a welcoming environment by providing excellent hospitality to make everyone's experience in the gallery a pleasant one. The GRM will work closely with both the Gallery Curator and gallery artists to maintain and display an adequate and fresh inventory of the art. A primary focus of the position will be database management - keeping all inventory up-to-date and visible in the Gallery. The schedule will be 6-7 hours per day, Thursday – Monday and will include evenings on a semi-regular basis. This position works in collaboration with the Gallery Curator and Artist Liaison but reports directly to the Executive Director.

Qualifications

- Bachelor's Degree
- Retail experience required
- Gallery experience preferred but not required
- Art experience preferred but not required
- Experience working with database management software
- Must have strong communication skills, both verbal and written
- Proficient with Gmail and Google Calendar
- Comfortable using Google Drive, specifically, google sheets, google slides, and google docs.
- Familiarity with Zoom is also encouraged
- Expert knowledge of customer service and asset protection best practices
- Experience gathering, tracking, analyzing, and communicating performance data and related analytics

- Excellent oral and non-verbal communication skills; strong written communication skills, including writing and editing
- Demonstrated skill in communicating professionally and effectively with all levels of staff to respond to needs, determine priorities, and manage expectations
- Highly skilled at organizing work, setting priorities, and following through on all projects and assignments with minimal direction; ability to meet multiple and conflicting deadlines with changing priorities and frequent interruptions in a fast-paced environment
- Polished and professional interpersonal skills to interact and effectively deal with MAC VIPs; MAC staff/students at all levels and of diverse backgrounds; outside vendors; and colleagues at peer organizations
- Physical abilities to the perform all core job functions and duties; ability to move quickly from one area of the gallery to another; ability to walk; stand for extended periods; hear; talk; occasionally lift objects weighing up to 25 pounds; visual acuity including central vision, peripheral vision, close vision, and distance vision
- Ability to present a professional demeanor and adhere to a gallery appropriate and business casual dress codes as required
- Demonstrated commitment to MAC initiatives and effective communication strategies to support Mono Arts Council's ideals of "...arts for ALL in Mono County."
- Commitment to support and represent the values listed in MAC's racial equity statement. Found here at <https://www.monoarts.org/about>

Job Duties will include, but are not limited to:

- Manage inventory in Square in addition to physical inventory.
- Greet and help all visitors/clients who come into the gallery. Always communicate MAC's mission and role in the arts in Mono County. Sales support local artists AND arts education throughout Mono County. Ask for donations with every purchase.
- Encourage sales with knowledge of available art and friendly communication.
- Assist visitors with art supplies and collect fees to use the Open Studio space.
- When there's a sale over \$100 (use your discretion) collect client information (email!) for future communication.
- Promote a good working relationship and supportive environment in the gallery for all artists and visitors. Communicate with artists in person, via phone, via email, whichever they prefer.
- Hang artwork as needed. This may involve nailing and/or using a drill, patching nail holes and touching up paint. Assist Gallery Curator with shifting art every 2-4 weeks so the gallery feels fresh.
- Prepare and hang tags for all artwork on display; Keep gallery space clean.
- Bank: Prepare weekly deposits every Monday. Keep gallery cashbox at \$200.
- Check phone messages and return all calls.
- Social Media: Photograph art for MAC Social Media accounts.

- Prepare Monthly Artist Statements on 1st-3rd of every month and send to both MAC ED and Gallery Curator for artist payment and records.
- Prepare artist contracts for renewal annually (in March/April). This is required for all gallery artists.
- Assist Gallery Curator with Featured Artist and Seasonal Shows: Receiving artwork, hanging artwork, distributing flyers, and setting up and attending the artist receptions. (3-4 times per year)

Additional

- Assisting the Executive Director with any additional projects as time allows.

We are an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.