

**PART-TIME LEAD GALLERY ASSOCIATE**

**JOB DESCRIPTION**

**Expectations:**

The Part-Time Lead Gallery Associate guides customers through the shopping process, from initial greeting to final purchase, in a respectful and courteous manner. Additionally, they act as a representative of the Harford Artists’ Association (HAA), promoting interest in and appreciation for art in Harford County.

***Sales & Customer Relationships***

* Promptly and warmly greet all customers and visitors.
* Engage with and educate clientele about the gallery and its exhibits.
* Support and engage with gallery visitors who are considering a purchase being sure to collect customer information whenever possible.
* Encourage guests to sign-in the visitor’s book.
* Answer phone calls and emails as needed and in a timely manner.

***Gallery Business Operations***

* Open and/or close the Gallery and register.
* Ensure that the Gallery is never closed during posted open hours.
* Ensure that the Visitor’s Center for the Town of Bel Air is properly maintained.
* Check in and process all replacement artwork. Maintain Exhibits as installed by the Gallery Committee.
* Maintain front-end filing.
* Track votes for “Best in Show” and/or other events.
* Restock the Point of Sale (POS) cabinet as necessary.
* Check and sort the mail and deliveries.
* Submit a monthly Gallery report to the Gallery Director
* Monitor and keep a tally of visitors on an hourly basis and submit totals to the Treasurer monthly.
* Maintain Gallery cleanliness by following the cleaning schedule.
* Perform other duties as assigned by the Gallery Director.

***Additional duties and responsibilities***

* Engage Harford Artists’ Association members for interest in participating and/or volunteering with upcoming events.
* On occasion, support special events with extended work hours.
* Perform other duties as assigned by the Gallery Director.

**Qualifications:**

Demonstrate an ability to perform the above stated responsibilities regularly and consistently.

Retail experience and or nonprofit experience preferred.

Strong interpersonal and communication skills necessary.

Effectively problem solve, lead, and build relationships with the local community, artists, and customers.

Work with minimal supervision.

Demonstrate an ability to work with a diverse population of members and the public.

**References required.**