



## **Gallery Associate and Community Connection Coordinator**

Responsible for friendly and professional representation of LeMoyne Arts to the public.

Duties include welcoming and assisting all guests and callers, selling LeMoyne's services and art, coordinating volunteers and interns, data tracking and reporting, and maintaining LeMoyne's fresh, tidy, and welcoming environment.

**Job Title:** Gallery Associate and Community Connection Coordinator

**Reports to:** Executive Director, works closely with Curator and Gallery Shop Manager

### **Hospitality:**

- Welcome, Greet, Assist all gallery visitors
- Develop conversant knowledge of current and upcoming exhibits, events, programs
- Answer front desk phone, assist callers or forward inquiries to the appropriate party
- Support special events & programs
- Maintain updated LeMoyne materials in lobby
- Assist in highlighting gallery, exhibits or events at LeMoyne (coordinate with other staff)

### **Sales:**

- Proficiently operate the point of sale system (Clover) for transactions
- Assist customers with sales on LeMoyne's website (membership, class or event registration, etc)
- Proficiently use Clover's Consignable App to create and manage inventory
- Ensure Shop is stocked with shopping bags, boxes, tissue, stickers, receipt paper, etc.
- Properly track sold exhibit artwork, purchaser information, in binder at front desk
- Create Bill of Sale for all sold Exhibit artwork
- Maintain organized and current gallery shop records and forms, including:
  - Current exhibit info (Docent reference binder)
  - Volunteer Check in
  - Gallery Visitor and Event attendance tracking & reporting
  - Current Exhibit artist forms (W9s, ACH, inventory)
  - Current Exhibit sales
- Turn in cash count sheet, sales reports & deposits to Office Manager

### **Artist Communication and Artwork Handling:**

- Assist with organizing, storing, displaying, or packing artwork
  - Including exhibit artwork, shop/holiday artwork (consignment), sold artwork, auction donations, artwork to be shipped, etc)
- Coordinate with curator and shop artists about shop (consignment) inventory drop off & pick up
- Build relationships with existing Artists in Gallery Shop, assist curator to scout new potential Artists
- Communicate with Artists about procedures, collect and process artists' forms.
- Assist Curator with displaying or back-stocking approved inventory
- Work closely with Office Manager to Generate sales reports (Artist Transmittals), and ensure artist payments are correct.
- Send Artist Transmittals to Gallery Shop artists, cc Executive Director
- Assist with Artist Transmittals for Holiday Show or Exhibits
- Keep artist inventory and forms organized and moving (don't let it sit out)

# Le Moyne Arts

- Create/Add artist biography cards for shop displays, as needed
- Stay current and familiar with all Gallery Shop policies and artists

## **Community Connections Coordinator (Volunteer and Intern Coordination):**

- Identify appropriate volunteer tasks and needs
- Handle communication with volunteer task force – opportunity announcements, etc. (email)
- Create & update volunteer schedule (signup.com)
- Review submitted volunteer applications, maintain volunteer contact database (Airtable or DV)
- Assist in events planning and facilitation
- Identify and build on existing volunteer and internship sources (universities, high school clubs)
- Identify new and facilitate existing community partnership participation
- Assist with events set up and break down

## **Facilities:**

- Perform *Opening and Closing Procedures* (see opening and closing procedures poster)
- Perform or Delegate *Daily Procedures* (see daily procedures poster)
- Walk through to ensure facilities and grounds are clean and tidy, outside and inside. Note anything out of the ordinary and report, fix, and/ or delegate as appropriate.

## **Reporting:**

- Attendance: Daily tracking and weekly reporting of visitor attendance data, for Director's reports
- Daily Sales (retail/internal): Count cash drawer and record at the start/end of each day/shift
- Artist Transmittals (on schedule): Artist sales reports and payments to artists
- Inventory: Frequently Monitor sales in Clover to ensure inventory is tracking correctly
- Exhibit Sales: Update exhibit binder
- Impact: Compile Survey data (can be delegated)

## **Other duties, as needed or assigned**

### **Qualifications and Skills:**

Great verbal and written communication skills

Comfortable interacting with the general public with a high level of professionalism, friendliness and courtesy

Ability to direct volunteers to accomplish a variety of tasks

Quick thinking and problem solving

Ability to prioritize or switch between many tasks

Self-motivated and good work ethic

Pro-active and organized

English fluency, secondary language may be helpful

Proficiency in sales math (arithmetic, percentages, etc)

### **Education and/or Experience**

Undergraduate degree

Sales and retail experience

Tourism or education experience

Computer proficiency



Prior experience in fast-paced environments

Team experience

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Responsible accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

Work is to be performed on-site,

Lifting up to 50 pounds may be required,

Events, including Holiday Show, may require additional hours. Occasional weekends and evenings required.

**Compensation and Benefits**

Full-time, hourly, 40 hours/week,

Starting pay: \$15-\$17/hour, depending on experience,

Tuesday through Saturday 10:00 AM – 6:00 PM,

2 weeks paid time off (PTO), plus 6 paid holidays (Holiday Pay),

Health insurance available

LeMoyne Arts is an equal opportunity employer. LeMoyne values diversity, equity and inclusion, and we foster a culture of safety, empowerment, trust and respect. We seek diversity of ability, background, experience and thought. Both within our organization, and in our offerings to the public, LeMoyne will not discriminate because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any category protected by local, state or federal laws.

**To Apply**

Send your resume and cover letter to [arielle@lemoyne.org](mailto:arielle@lemoyne.org) by 11:59pm PST on Monday, March 18.

Candidates selected for an interview will be asked to provide three professional references in advance of the interview.