



MacRostie Art Center

Art Shop Manager

MacRostie Art Center (MAC) is a nonprofit art center dedicated to inspiring a creative community. The MAC believes art plays an important role in community development, creative opportunities should be accessible to everyone, and artists should be celebrated and supported.

The MAC's Art Shop operates in downtown Grand Rapids and sells work created by dozens of local and regional artists. The Art Shop is the first point of contact for visitors entering the space, and an essential part of the MAC's role in the local creative community.

GENERAL PURPOSE

This position manages the Art Shop, provides customer service, and assists with administrative tasks.

SUPERVISION RECEIVED

Works under the guidance of the Executive Director.

HOURS/WORK SCHEDULE

This position is part time, 20 – 30 hours per week. The schedule varies; Saturday work is required.

COMPENSATION

\$16/hour

ESSENTIAL DUTIES AND RESPONSIBILITIES

Art Shop Management

- Staff front desk; greet visitors, and process gallery sales.
- Cultivate and maintain positive relationships with artists represented in the Art Shop.
- Work with Executive Director to develop an Art Shop sales plan/retail strategy.
- Promote the Art Shop as a downtown retail destination.
- Merchandise Art Shop and window display; keep the space feeling fresh.
- Maintain accurate records including updated artist biographies and contact information.
- Photograph, enter, and tag new inventory; check out old inventory.
- Manage the online Art Shop including updating inventory pages and processing orders.
- Create artist spotlight opportunities in the Art Shop and through social media.
- Maintain Art Shop/gallery cleanliness.

Administrative

- Answer phones.
- Assist with monthly mailings and member correspondence.

Perform additional duties as needed.

QUALIFICATIONS

The successful candidate must:

- enjoy extending a friendly and warm welcome to visitors and providing excellent customer service.
- have an interest in and/or knowledge of art, craft, and design.
- have strong interpersonal skills and be able to work with individuals with diverse abilities, interests, and communication styles.
- have the ability to work independently and carry out assigned projects to their completion.
- have familiarity with Microsoft Office and Google programs and/or the willingness to learn new technologies.

The preferred candidate will:

- have experience in retail or customer service.
- have experience with graphic design, social media campaigns, and/or communications.
- have experience with Adobe Creative Suite, Salesforce, and Shopify.

MacRostie Art Center does not discriminate on the basis of race, color, religion, sex, age, gender identity, disability, or national origin in the hiring, retention, or promotion of employees. We value representation and inclusion, and we know that the diverse backgrounds and lived experiences of our staff, members, and community make us stronger.

TO APPLY

Submit a resume and cover letter by email (preferred): katie@macrostieartcenter.org

By mail:

MacRostie Art Center
Attn: Katie Marshall
405 NW 1st Avenue
Grand Rapids, MN 55744.

For questions or clarification about the position, email katie@macrostieartcenter.org

DEADLINE

Applications will be reviewed as they are received. Apply by May 7, 2021.