

## **Job Title: A2AC Shop Assistant**

**Department: A2AC Gallery Shop: Exhibitions team**

### **Gallery Shop Assistant**

Part-Time, Permanent, 16-24 hours per week

#### **Job Description:**

- Provides impeccable and enthusiastic customer service in all interactions with customers, patrons, students, and guests of the A2AC
- Assists customers with artwork selections by providing details about artists and their process
- Graciously assists A2AC students with wayfinding in the building and the A2AC website to find classes and workshops
- Shares information about the Art Center and promotes upcoming programs and events
- Assists with upkeep and inputting new inventory into the POS system, with particular attention to growing the available A2AC Shop's online inventory
- Collaborates with the exhibitions team in creative solutions for pop-up events, styling products, quarterly display reconfigurations, and more
- Maintains visual displays and shares in the cleanliness of the A2AC Shop
- Replenish artworks and items from the Shop's inventory
- \*Performs any other duties reasonably related to the functions described above.

#### **Qualifications:**

- Enthusiasm towards serving and assisting people
- Enthusiasm for working in a small team towards specific goals and objectives
- Willingness to embrace and consistently meet the A2AC Shop's mission and vision statement as well as the Shop's Customer Service statement
- Must have consistent availability
- Must be available to work at least 2 weekday evening shifts (3pm- 7pm) and one weekend shift (Saturday or Sunday) every week
- Attention to detail in day to day tasks and openness to the editing process
- Previous customer service or retail experience, with the ability to operate a cash register and POS system; trainings on the A2AC Shop's specific systems will be provided
- Proficiency with Google Suite, Microsoft Suite, computers
- Knowledge of Photoshop or other photo editing skills highly desirable
- Basic knowledgeable about various artistic mediums or willingness to learn

- Must be able to perform general physical activities that require considerable use of arms and legs and moving the whole body such as lifting, walking, stooping, climbing a ladder, climbing stairs and handling of materials that weigh between 20-35lbs.

**Pay:**

This position starts at \$14.00 per hour

A2AC Shop discount

1 free A2AC class or workshop each year

The Ann Arbor Art Center is a 501(c)3 and an Equal Opportunity Employer.

*“Research shows that candidates from groups closest to the harms of institutional racism and inequality often apply to jobs only if they meet 100% of the listed qualifications; The A2AC believes that no one meets 100% of the qualifications. The A2AC is focused on a broad review of candidates’ strengths and oftentimes non-teachable assets, as well as helping grow staff members’ skills and interests once they are hired.*

If you are interested in applying for this position, please email your resume and cover letter to Kate Robertson at [krobertson@annarborartcenter.org](mailto:krobertson@annarborartcenter.org) . Applications will be accepted until the position is filled. Only candidates who are under consideration will be contacted for an interview.

**A2AC Customer Service Statement:**

*We acknowledge that knowing the types of customers who interact with the A2AC takes time. As ambassadors, we take direct steps to build our knowledge by being able to wayfind on the A2AC website, being aware of upcoming events and asking questions and seeking help from fellow A2AC staff members when something is unknown. We are willing to go beyond our scope to give A2AC customers impeccable service.*