

**JOB TITLE: Gallery Manager, Sandwich Home Industries**

**REPORTS TO: Board of Directors JOB CLASS: Salaried**

The Sandwich Home Industries/Center Sandwich League of NH Craftsmen Fine Craft Gallery is seeking a Gallery Manager to begin April 1, 2023.

### **JOB SUMMARY**

The Gallery Manager is responsible for managing all aspects of the Center Sandwich Fine Craft Gallery and all programs of the Sandwich Home Industries. S/he staffs, populates, and maintains the Gallery; supervises the Education Coordinator, part-time seasonal staff, and any contracted employees; is responsible for maintaining financial records and for timely communications with the organization's bookkeeper and accountant; and maintains and populates the organization's website and on-line store. The Gallery Manager maintains excellent communications and relationships with artists, the League of NH Craftsmen, other Sandwich and area businesses, and the Board of Directors. S/he reports directly to the Board.

A full description of the organization and position can be found below.

Interested candidates should send a resume and letter of interest to [SHIsearch2022@gmail.com](mailto:SHIsearch2022@gmail.com) before January 30, 2023; applications will be reviewed and interviews scheduled on a rolling basis.

## **Sandwich Home Industries/League of NH Craftsmen Fine Craft Gallery Manager Position: History and Description**

### **Our Mission**

The mission of the Sandwich Home Industries is three-fold: to support local artists and the local economy; to provide a welcoming gallery and educational program for area residents and visitors to Center Sandwich; and to collaborate with the League of NH Craftsmen to advance, cultivate, and champion excellence in fine craft.

### **The Early Days**

The Sandwich Home Industries (SHI) has been supporting artisans and providing crafts education for almost a century in beautiful Center Sandwich, NH. In the late 1920's, wanting to do something to support a local economy experiencing the first ripples of the Great Depression, Sandwich resident Mrs. J. Randolph Coolidge organized an exhibition of locally made rugs, bringing an expert from Boston to give a talk on the practical aspects of making and marketing home-made merchandise. The Home Industries quickly grew from an exhibition to a cooperative venture, and a shop was opened in the summer of 1926 for the purpose of selling locally made handicrafts.

Two years later Mrs. Coolidge combined forces with A. Cooper Ballantine, who represented a group in Wolfeboro offering craft classes, to promote the handicraft movement state-wide. In 1931, NH Governor John Winant supported their idea, and in 1932 the League of NH Craftsmen was formed with Mary Coolidge as its first president.

## **Sandwich Home Industries Today**

A non-profit 501c-3 that has grown and expanded over the years, the Center Sandwich League of NH Fine Craft Gallery, as the Industries shop is known today, is open seasonally from mid-May to mid-October, and continues its tradition of supporting craftsmen across NH through its relationship with the League of NH Craftsmen. From June through September the SHI education program offers a wide variety of craft workshops and demonstrations by local artists for families, children, and adults alike. In 2020 SHI re-committed itself to its founding goal of supporting local artists and the local economy, which we do through connections with the Sandwich Business Group and collaborations with other area businesses and non-profits, through our education programs, and by participating in annual community events such as Artisans on the Green during Old Home Week in August and Christmas in the Village in December.

## **The Next Century**

As our Centennial nears, the Board of Directors of the Sandwich Home Industries has launched a Second Century planning process that will take into account changes in the definition of craft, shifts in the population and economy of Sandwich and the Lakes Region, and the rapidly changing ways our artists are creating, marketing, and selling their work. The Gallery Manager will be an important partner in shaping the future of the Sandwich Home Industries.

## **The Job**

The Gallery Manager is responsible for overseeing all aspects of the Fine Craft Gallery and all programs of the Sandwich Home Industries. Reporting directly to the Board, the Gallery Manager maintains excellent communications and relationships with customers, artists, the League of NH Craftsmen, other Sandwich and area businesses, and the Board of Directors.

Specific duties include:

- ◇ Populating and maintaining the Gallery: developing relationships with artists, selecting work to sell, marketing store merchandise, and ensuring that work is displayed attractively.
- ◇ Hiring and supervising the Education Coordinator, who is responsible for marketing, staffing, and filling craft classes each season and for organizing the annual Artisans on the Green event during Old Home Week in August.
- ◇ Hiring and supervising three to four part-time seasonal staff and any contracted employees.
- ◇ Maintaining financial records and timely communications with the organization's bookkeeper, accountant, and the Finance Committee of the Board.
- ◇ Maintaining and populating the organization's website and on-line store.

### **Preferred Job Qualifications**

The ideal candidate will have prior successful financial management, marketing, and retail experience as well as experience hiring, supervising, training, and motivating staff. S/he will be able to take initiative and to work both independently and collaboratively. Excellent communication and customer service skills and the ability to tactfully handle interactions with customers, colleagues, and community members are requirements, as are the ability to organize and handle the variety of details required for a successful seasonal business and competence with technology (either experience with or the ability and willingness to learn the technology needed to run the gallery and to market gallery merchandise).

### **Salary and Hours**

The Gallery Manager works full time (40 hours/week) from April 1 through October 31 and part-time (avg 20 hours/week) from November 1 through March 31. The job is salaried and the Manager has the ability in the winter months to organize his or her work in a way that accommodates vacations and personal time, as long as total hours worked are the equivalent of 20 hours/week. December hours include those expended for the annual Christmas in the Village weekend celebration in Sandwich.

The Board of Directors make every effort to ensure that salary is competitive with comparable positions in the area and consistent with years of experience.