

Job Title: Gallery Manager – Fine Craft Gallery & Education Center

Location: Lakes Region, Central New Hampshire

About Us

Sandwich Home Industries is a small, community-centered fine craft retail gallery and education center. Located in the charming village of Center Sandwich in the Lakes Region of New Hampshire, the gallery is the birthplace of the now statewide League of New Hampshire Craftsmen (LONHC). In 2026, SHI will commemorate its centennial year and we are gearing up for its celebration. Our mission is to recognize and honor the creativity and craftsmanship of New Hampshire and northern New England artists. The gallery sells works by LONHC juried artists along with local artists. We also offer a broad schedule of art and craft classes for adults and youth, special events, and demonstrations. With annual revenues of approximately \$200,000, we are a focus of our area's creative economy and provide a welcoming space for artists, learners, and visitors alike.

Position Overview

We seek a motivated and skilled **Gallery Manager** to oversee the daily operations of our gallery and education center. This position is full-time May to October and half-time with flexible hours from November to April. The ideal candidate will bring strong business and organizational experience, a passion for the arts, and the ability to foster positive relationships with artists and customers alike. This is an excellent opportunity to make a visible impact in a thriving creative community while shaping the direction of a well-loved local institution.

Key Responsibilities

Business Management

- Oversee daily operations, sales, and customer service in the gallery
- Manage budgets and track finances, prepare sales reports, and process commission payments
- Supervise staff and volunteers, ensuring smooth and professional daily operations
- Coordinate with League of New Hampshire Craftsmen headquarters in Concord and attend monthly managers' meetings
- Collaborate with SHI board committee members as applicable

Artist Relations

- Recruit and maintain relationships with local and regional artists and craftspeople
- Coordinate the display, pricing, and rotation of consigned artwork
- Support artists in promoting their work and maintaining quality standards

Marketing & Communications

- Develop and execute marketing strategies, including social media, email newsletters, and local outreach
- Promote special events, new artist work, classes, and seasonal exhibitions
- Maintain the gallery's website and online presence

Education Program Management

- Recruit class instructors, demonstrators, and presenters
- Promote, plan, and coordinate art and craft classes and workshops
- Arrange and organize community events including a winter lecture series, a summer craft fair, and seasonal craft demonstrations
- Promote educational programs through partnerships, online marketing, and local engagement

Qualifications

- Experience in retail or small business management, ideally within an arts-related organization
- A keen eye for and an appreciation of fine crafts
- Strong interpersonal and communication skills; ability to work well with artists, customers, staff, colleagues, and community partners
- Marketing experience, including social media and event promotion
- Excellent organizational and multitasking abilities
- Familiarity with art or craft education programming preferred
- Bachelor's degree in business, arts administration, education, or a related field is desirable

Accountability and Compensation

The manager reports to the SHI Board of Directors and attends regularly scheduled board meetings. Salary is commensurate with experience

How to Apply

Please send a cover letter, résumé, and three references to **shisearch26@gmail.com**. Applications will be reviewed on a rolling basis until the position is filled.

Application Deadline: January 1, 2026