

## **Sandwich Home Industries**

32 Main Street

Center Sandwich, NH 03227

603-281-6831

[sandwichcraftgallery@gmail.com](mailto:sandwichcraftgallery@gmail.com)

### **Job Description**

#### **General Retail Sales in Fine Craft Gallery**

**Reports to:** The Gallery Manager

**Work Hours:** Flexible scheduling depending on staffing 2 - 5 days a week. Seasonal April through October.

**Pay:** Hourly every two weeks

**To Apply:** Please send a letter of interest and resume either by email or regular mail

**Overview:** Be part of the League of NH Craftsmen at the Sandwich Home Industries! This is an opportunity to join a team of creative, fun, energetic people working in a lovely small-town setting. The League of NH Craftsmen fine craft shop at the Sandwich Home Industries is looking for seasonal part-time to full time staff during the months of April through November. If you appreciate hand-made crafts, and enjoy creating displays, and interacting with customers, please contact our Gallery Manager. There are also opportunities to learn about merchandising, how crafts are made, interacting with artists, marketing and using social media to help highlight the fine work in our gallery.

### **Responsibilities:**

- Help with fostering good relationships with artists, teachers, and students of our education program
- Help maintaining good relationships with artisans and meeting their needs regarding inventory and display
- Retail sales using our computerized Point of Sales System
  - Daily opening, operating and closing procedures
  - Take special orders and process shipping requests
- Receive inventory including checking in merchandise, computer data entry, tagging, storage
- Assist with managing inventory, packing materials, and supplies
- Work as a team to set up shop for opening in spring and closing in the fall
- Maintain displays of merchandise including re-stocking and re-arranging as necessary
- As a team, keep shop neat and clean, including dusting, vacuuming, and cleaning glass displays

### **Requirements and Skills:**

- Basic computer skills
  - Attention to detail and accurate use of our point of sales and inventory system
  - Email, word processing, and keyboarding skills for data entry are essential
- Customer Service Essential Skills
  - Dependability
  - Good Communication skills
  - Being self-motivated
  - Respect for leaders and co-workers
  - A positive attitude
  - The ability to work on a team/in a team environment ...
  - Adaptability
  - Problem-solving skills
  - Ability to lift some heavy objects - example, boxes containing inventory

### **Experience**

- Retail and customer service skills helpful
- Sales experience of any type is helpful
- Knowledge of arts and crafts is helpful, but not necessary
- A love of the arts and interacting with people is a real plus!