

Store and Gallery Manager, Retail and Marketing Specialist

Fulltime: Tuesday – Saturday

Gateway Arts, a Vinfen service

www.gatewayarts.org

Oversee daily sales of art and craft items for a studio art center providing careers in art for over 100 individuals with disabilities, who work in the onsite studios. Maintain inventory. Supervise and train retail staff and volunteers. Provide superior customer service. Maintain facility and execute displays. Prepare cash reports and merchandise orders. Participate in online sales. Assist with product development. Attend staff and marketing meetings. Help facilitate community partnerships and offsite sales opportunities. This street level venue grosses approximately \$100K annually. The inventory includes paintings, drawings, ceramics, woven items, clothing, jewelry, cards and more.

Seeking an energetic, positive, and collaborative professional with 3+ years of retail experience, and a demonstrated ability to be a self-starter and team player. Must have excellent computer skills and be detail oriented with the ability to multitask. Bachelor's degree preferred. Art background, and some human service experience helpful.

Must follow current COVID protocols, meet state requirements, and participate in program duties. Good benefits.

Email resume and cover letter to:

Stephen De Fronzo, Artistic Director

defronzos@vinfen.org

Please put "Store and Gallery Manager" in the subject line.

No phone calls.

Gateway Arts

60-62 Harvard Street

Brookline, MA 02445