

**ROLE DESCRIPTION** - Position Description – Casual Retail Assistant

**LOCATION:** 45 King Street, Bowen Hills, Brisbane

**HOURS:** Casual 2-3 days per week. 1 week day + 1 Saturday.

**REMUNERATION:** Amusement, Events and Recreation Award 2020. Grade 2.

**PURPOSE OF POSITION**

- Provide support to the retail and exhibition program by assisting the Retail Manager in daily retail operations.
- Provide high-level customer service to **artisan** visitors and clients.

**RESPONSIBILITIES**

- Facilitate retail sales.
- Undertake end of day cash up tasks.
- Provide administrative support to the Retail Manager and Program Director as directed.
- Greet and attend to visitors to the gallery and provide front of house assistance, including capturing visitor numbers and promoting artisan exhibitions and programs.
- Undertake reception and telephone duties.
- Undertake merchandising of display stock.
- Undertake stock rotation and stocktaking duties as requested.
- Liaise with suppliers where needed.
- Assist Marketing with any promotional material, including but not limited to information about suppliers.
- Provide staffing support for **artisan** events as required.
- Handling daily takings.
- Daily reporting on sales, customers, visitation.

**ADDITIONAL INFORMATION**

- A flexible working environment is highly valued within the organisation. Occasional evening, early morning or weekend work may be required in this position.
- Reports to the Retail Manager and Program Director. Regular consultation with other members of the artisan team will be required.

**SKILLS**

- Customer service skills.
- Attention to detail.
- Social media skills.

**DESIRED**

- Photography skills.
- Knowledge of Queensland contemporary craft and design.
- Shopify experience.
- Ability to self-manage workloads and apply problem-solving skills.
- Previous history with the arts, or relevant degree in the arts or design is highly regarded.
- Arts administration.

To apply, please respond with your current 1 page CV and up to 2 page cover letter outlining your suitability for the position to [opportunities@artisan.org.au](mailto:opportunities@artisan.org.au)