



Retail Sales Specialist

Plum Bottom Gallery has available part-time positions at all 3 Door County locations

This position will assist all clientele in Plum Bottom Gallery's retail locations. The gallery represents over 150 nationally collected artists. This person will personify outstanding customer service by providing guests with an extraordinary customer experience. The candidate must be comfortable engaging customers and helping Plum Bottom's guests connect with the art and jewelry they are viewing.

In this role, you will be expected to do the following:

Retail Sales Specialist:

- Salesperson and Client Advocate for Plum Bottom Gallery
 - Open and close the store with established procedures
 - restock art and jewelry as as needed throughout the day
 - Work with clientele to ensure their needs are being met.
 - Help cultivate and maintain stunning and inviting displays for our clientele to enjoy,
 - Price and reprice artwork and jewelry
 - Maintain and create "wall tags" for artwork, artist information postcards and artist bio information.
 - Keep jewelry bright by cleaning jewelry and follow weekly jewelry cleaning schedules
 - Learn procedures and develop mastery of POS system. Enter sales and special orders into Artisan(POS)
- Inventory Receiving and Shipping Assistance(as directed by Inventory Manager)
 - Packaging and shipping of artwork
 - Unpack and "check-in" newly delivered artwork and jewelry
- Assist in setup and break down of gallery events.

Position Qualifications:

- Preferred but not required: 2+ years in retail with a Strong understanding of sales and customer service techniques
- A love of people and art and the ability to share an artists story and process with our clientele.
- Must work weekends and some evenings during peak summer and fall season.
- Solid working knowledge of computer / data entry systems, such as POS systems, and basic computer software such as Word/Pages, Excel/Numbers or other software packages. Must be very comfortable working with computer systems
- Ability to lift 50 lbs. and be on your feet for 8 hour shifts
- All other duties based on business needs

