



Plum Bottom Gallery has 3 locations in Door County, WI

Marketing and Art Inventory Coordinator

This position is a high profile role within the company and is primarily based in Egg Harbor, WI. Working closely with the Director of Marketing and Manager of Inventory Operations you will help coordinate our marketing and inventory efforts in order to achieve assigned goals. This position reports directly to the Director of Marketing and Manager of Inventory Operations: Hannah Fusfeld.

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

Marketing

- Coordinate and help maintain PlumBottomGallery.com ensuring all information on the site is accurate and up to date: Including art images, copy, blogs, descriptions, prices, links, categories etc.
- Assist Marketing Director in developing B2C email campaigns for the organization based on the quarterly marketing plan.
- Social Media Coordinator
 - Assist Dir. of Marketing in action plan to grow follower base on Facebook, IG, Pinterest and Youtube
 - Be well versed in creating dynamic content for Facebook, Instagram, Pinterest and other social based platforms
- Print Media Coordinator
 - Assist in print catalog production which is mailed 2x per year
 - Distribute print ads developed by graphic designer to appropriate marketing channels
 - Write and distribute press releases
- Capture images of curated collections of artwork and jewelry and edit images in Adobe Lightroom

Inventory and General Duties

- Artwork unboxing and check-in. Ensuring safe arrival of all art and jewelry
- Meet with artists and receive artwork drop-offs ensuring all artwork has arrived damaged free.
- Artwork entry into Artisan POS computer system and accurate “tagging” of all pieces
- E-Commerce Shipping Coordinator
- Customer Service Coordinator for website clientele
- Coordinate payments to artist for artwork
- Report tech issues to appropriate platforms and assist in resolution
- Retail Support - This position will provide occasional support at any retail location as needed (gallery support, sales support, artwork hanging and curation in gallery as needed etc).

Door County Cabins(No more than 5% of work week)

- Create 3 post per week for vacation rental social media channels
- Create and maintain email list

Group Responsibilities

- Maintain cleanliness of gallery and bathrooms
- Maintain shoveled walkways to gallery:)
- Maintain organization of group workspaces

Key Competencies

- 2-3 Years experience in Marketing and/or Inventory related field preferred
- Shopify, Constant Contact, Hubspot and Apple Computer experience a plus
- Computer Literacy a must
- Detail driven
- Ability to work independently
- Achieve deadlines
- Able to manage multiple projects
- Team player
- Ability to lift 50 lbs. and Climb Stairs

Benefits & Compensation:

- This position offers competitive compensation and is 35-40 hours/week, year-round and based in Egg Harbor, WI
- Company supported health insurance after service requirements are met.
- Paid Time Off
- 401k available after service requirements are met.
- Art and Jewelry discounts