

## Studio Assistant - Shelby Kregel Art and Design

### Job Title

Studio Assistant

### Location

Grand Rapids, MI

### Terms

10-20 hours per week (with an occasional weekend)

### About Us

We are an art and design company spreading joy through artwork. Shelby works primarily in watercolor and acrylic to create impressionistic paintings of natural landscapes, wildlife and florals. We sell original paintings, prints, stickers, greeting cards, t shirts, mugs and notebooks. We also do commission work, teach classes, and paint murals.

### About The Role

This role is a little bit of a catch all. We need someone who has experience or wants to learn about all the workings of running a business. This role will assist with marketing, website management, digital marketing, order fulfillment and inventory management. We are looking for someone who has an entrepreneur spirit, is a go getter, problem solver and eager to help us grow our business. This position will need to be able to handle multiple projects and work efficiently to get all the tasks needed completed in a timely manner. This position has potential to grow and is a great opportunity to learn and experiment in growing and developing a business.

### Responsibilities

- order fulfillment
- website development
- digital marketing
- inventory management
- some graphic design work
- assist with product development
- organizing and managing projects
- customer service

### Candidate

#### Requirements

- Working knowledge or experience in marketing
- Working knowledge of graphic design and website development
- Organized and able to work autonomously
- Flexible and willingness to learn and develop skill set
- Passion and drive for business development

Contact us to Apply