



Company

The Bray believes that excellence in ceramics is achieved through promoting and practicing inclusion, equity, and diversity. A full representation of thought, education, geography, culture, identity and life experiences, all lead to the ability to create thought provoking and important work. When unique perspectives and experiences are shared and embraced, everyone gains.

To create an environment that allows full opportunity for employees, resident artists, and all participants to enjoy and benefit from its programs, The Bray is committed to equity, inclusivity, and belonging in all aspects of its operation. The Bray's core values are strengthened by a wide representation of talented, experienced, committed artists; engaged, knowledgeable staff and board of directors; and the active participation of all members of The Bray community in its programs.

The Bray is committed to opening access, opportunity, and advancement to people from groups that have been under-represented in terms of employment, recognition, funding, and institutional support. This requires The Bray to consider and remove systemic barriers that make participation in its programs difficult for any group or individual. We are also evaluating and implementing ways to expand the processes, activities, and decision/policy making in ways that ensure equal access to opportunities and resources. The Bray has begun to put into action a series of steps that will implement our commitment to diversity, equity, and inclusion, which are found in The Bray Strategic Plan. We will continue to engage in a dynamic strategic planning process that will regularly review and improve the action steps taken and will work to spread its programs to those communities that have historically lacked access and participation in the arts.

Summary of Responsibilities: Gallery Sales Associate

The Gallery Sales Associate assists and supports Bray Gallery: Downtown with customer service and sales. There will be plenty of interaction with the public in The Bray Gallery: Downtown. The Bray Events and Exhibitions staff serve as Bray liaisons with artists, the local community, and as education, sales, and general information resources for visitors. This position requires a service-oriented person who is outgoing and able to convey accurate information to visitors, students, and gallery artists in a friendly, courteous, and tactful manner. This is a technical, administrative, and services-oriented position.

Duties

- Contribute to a warm and welcoming atmosphere for all visitors, staff, and community.
- Play a primary role in all aspects of customer service and cultivation, working directly with customers to facilitate sales, shipping, and related support
- Run sales and customer profiles in all Bray Galleries and online through Lightspeed
- Follow opening and closing procedures, cash drawer policies, EOD sales reports
- Track sold work through receipts and POS system, resolve transaction errors and report
- Keep floor stocked, and pull from backroom as needed
- Provide occasional support with sales during special events and receptions

- Support Gallery staff with moving display pedestals and climbing ladders to adjust lights
- Clean, sweep, mop, dust and take out garbage for all galleries
- Prepare gallery for opening and closing, and maintain gallery appearance
- Answer calls, voicemails, and forward emails for inquiries of artwork and works sold
- Capture gallery information for development and administrative reports and follow ups
- Register students for Education and Engagement classes
- Possess familiarity with or be willing to learn about local restaurants, arts organizations, and studio artists
- Report to The Bray Events and Exhibitions Manager and Assistant Manager; work closely with the Gallery & Exhibitions Assistant and other Sales Associate(s)
- Other duties as assigned

Position Requirements

- At least 2 years of sales, retail experience, customer service experience
- At least 1 year of point-of-sale (POS) experience (we use Lightspeed)
- Must have a strong work ethic, be punctual, and have reliable attendance
- Demonstrate excellent verbal communication skills, be tactful and polite in dealing with the public
- Must have proven experience of being self-motivated, providing excellent customer service
- Attention to detail
- Ability to work both independently and collaboratively
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, etc., is required. General budgeting experience is preferred

Preferred Experience

- Genuine interest in and knowledge of ceramic materials, their uses, and descriptions
- Genuine interest in Bray history, artists and affiliates

Hours & Compensation

- This is a part time (12 hours/week), hourly, non-exempt, year-round position
- Fridays 9:30am - 5:30pm and Saturdays 12:00pm - 4:00pm, with occasional evening
- \$15.00/hour

Note to candidates: Studies have shown that women, nonbinary individuals, and people of color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. The Bray is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. We strongly encourage you to apply if you believe you can do or learn these skills.

To Apply

Please submit a Cover Letter, Resume, and References via email to Jason Burnett at jasonburnett@archiebray.org. Applications will be reviewed beginning January 22, 2024. No phone calls, please. Position open until filled.