



P.O.Box 826
Spruce Pine, NC 28777
828.765.0520
toeriverarts.org

Working Title: Retail + Exhibitions Assistant

Hours: Part-time, Tuesday-Friday, 20 hours per week

Toe River Arts is searching for a Retail and Exhibitions Assistant to offer reliable support to our retail and exhibitions team and help improve efficiency as sales volume increases. The Retail and Exhibitions Assistant will provide administrative support to both the Exhibitions and Gift Shop Managers. This position will also be responsible for providing front desk coverage and inventory and display support.

Qualifications:

Retail or exhibitions experience preferred. Sensitivity to partnerships, working with staff, volunteers, artists, and community members is crucial. Must be dependable, possess good people skills, organizational skills and the ability to manage a varied workload. Must have functional ease with computer applications such as word processing, spreadsheet and database software. Fluency with Photoshop, Microsoft Word and Excel is highly recommended. Ecommerce experience is preferred but not required.

Primary Responsibilities:

- Responsible for photographing and listing ecommerce items
- Provides support to the Exhibitions and Gift Shop Managers
- Provides exhibition and gift shop installation support
- Performs administrative tasks like data entry and label creation
- Helps with receptions and events
- Provides volunteer coordination support for Gift Shop Manager
- Provides sales and customer relation support

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit and work at a computer. The employee is frequently required to use hands to handle or touch objects and

tools. The employee is frequently required to stand, walk, bend and be able to lift and/or move objects

Compensation:

\$10/hr to start; Open until filled

To Apply:

Please send a resume, two professional references, and a cover letter to info@toeriverarts.org.

EEO: The Toe River Arts Council is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.

Anti-Harrassment: The Toe River Arts Council expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Toe River Arts employees to perform their job duties may result in discipline up to and including discharge.