

## **Artsmiths of Pittsburgh Arts and Cultural Center Retail Manger Position**

Our mission is to support people in the making and appreciation of art by offering high quality art education to individuals of all ages and abilities. We believe that through hands on creation we discover new ways to combine materials and invent new methods of approaching and solving problems. This in turn expands our mind's ability to apply these skills to our daily lives.

Individuals who work at Artsmiths must share our passion for art education and support of local artists. This position must work with other Managers to ensure a consistently excellent experience for all of our students and customers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide each and every customer with a positive experience.
- Mange and motivate the retail team by creating an environment that focuses on excellent customer service while developing and respecting all members of the organization.
- Train new employees and provides ongoing training to all retail staff.
- Coordinate the staff schedule, covering shifts when necessary.
- Develop an excellent knowledge of artwork mediums, products, processes and artists and effectively communicated this to our customers.
- Act as a liaison between the retail store and other departments.
- Work with Senior Management to develop and implement procedures.
- Responsible for keeping the retail store clean, neat and orderly.
- Maintain security over revenues and inventory.
- Other duties as assigned.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Must be highly motivated and capable of thriving in a quick paced environment.
- Excellent communication and interpersonal skills.
- Excellent management and leadership skills.
- Excellent organization and time management skills.
- Must be available to work days, evenings and weekends as necessary.

### **REQUIRED EDUCATION, CERTIFICATIONS AND EXPERIENCE**

- 3 years minimum in retail management.
- College degeered preferred.