

MARBLEHEAD ARTS ASSOCIATION IS LOOKING FOR A GALLERY/ ARTISAN SHOP ADMINISTRATIVE ASSOCIATE

A wonderful opportunity to be surrounded by beauty and join a fun team of people!

The Marblehead Arts Association (MAA), located in the King Hooper Mansion at 8 Hooper St in Marblehead, MA is currently looking for a multitalented, team oriented professional to fill the position of Gallery/ Artisan Shop Administrative Associate. This position is for our weekend hours Saturday and Sunday 12 pm to 5 pm with the occasional ability to fill in during other weekday hours.

Reporting to the Executive Director, this position will be responsible for a wide range of gallery, retail, and administrative responsibilities.

Requirements include but are not exclusive to having excellent verbal, written, interpersonal and data management skills. Attention to detail is important, with an ability to multi-task in a creative setting. Must enjoy greeting and working with visitors to the MAA – be friendly, social and a “people person”, while promoting our shop, exhibitions and other MAA initiatives.

For more information please go to:

If you are interested please contact Patti Baker at pbaker@marbleheadarts.org

RESPONSIBILITIES:

The position requires the associate to become knowledgeable about the arts association, the art in the galleries and merchandise in the shop so that selling is a comfortable experience. Tasks also include following up on telephone inquiries, registration for classes, programs, and daily financial point of sale transactions. Administrative responsibilities include updating membership database, excel spreadsheets, generating word documents as needed and ensuring that all six galleries and other public spaces in the mansion are always presentable.

SKILLS:

Candidate should be an independent worker and problem solver who enjoys engaging with the public. Multi-tasking and the ability to prioritize with a calm demeanor during busy times is important. A background in retail or gallery sales and sharp administrative skills will take priority. This position requires a strong proficiency with Microsoft Office and experience working with a membership database and a point-of-sale system is preferred. Word Press experience for some general maintenance and updates of our website would be a plus. Additionally, candidates should have the social skills required to interface with the general public, internal staff, membership, volunteers and Board of Directors.

QUALIFICATIONS:

Bachelors’ Degree or equivalent with 2 - 3 years minimum related work experience. Must be able to work 12-5 pm Saturday and Sunday and occasional evenings, other week days for vacationing or sick staff members and staff meetings as required. A passion for working in the arts is necessary.

HOW TO APPLY:

Interested candidates should forward their resume and pay requirements via email to Patti Baker at pbaker@marbleheadarts.org or by mail to the Marblehead Arts Association, 8 Hooper St. Marblehead, MA 01945. Start date in May. No phone calls.

RESUMES ACCEPTED IMMEDIATELY Learn more about the Marblehead Arts Association at marbleheadarts.org