

THE ARTSMITHS OF PITTSBURGH

PART-TIME SEASONAL GUEST SERVICES & SALES ASSOCIATE POSITION

The mission of The Artsmiths of Pittsburgh (The Artsmiths) is to inspire and nurture local art and artists by becoming the leading gallery and retail outlet for locally produced products in the Greater Pittsburgh region. Individuals who work at The Artsmiths must share our passion for quality and craftsmanship of local artisan products. This position must work with the Managers and Directors to ensure the consistent delivery of excellent products. This must be accomplished through excellent guest service in a clean and healthy environment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- **Provides excellent guest service by being hospitable and welcoming to all guests, knowledgeable, attentive, courteous, and helpful to customers**
- **Takes a genuine interest in the needs of The Artsmiths' guests, and pays attention to them above all else**
- **Values and helps to build guest relationships**
- **Cross promotes artists' inventory, Artsmiths events, educational programs, and exhibitions**
- **Processes point of sale transactions**
- Follows The Artsmiths' policies and procedures
- Maintains the physical appearance of The Artsmiths, by keeping the retail store, galleries, classrooms, and restrooms clean, neat, and orderly
- Ensures security for The Artsmiths' revenues, inventory, and facility
- Performs other duties as assigned, including but not limited to, inventory restocking, tasks related to events, education, and facility and grounds maintenance

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Highly motivated, upbeat, patient, outgoing, dependable, and capable of thriving in a multitasking environment
- Excellent communication and interpersonal skills
- Excellent organization and time management skills
- Experience with retail sales and guest/customer service
- Demonstrates dependability
- Must be able to lift up to 50 pounds, climb stairs, and climb ladders
- Must be available to work days, evenings and weekends as needed

REQUIRED EDUCATION, CERTIFICATIONS AND EXPERIENCE.

- 1 year minimum experience in guest/customer service and retail sales preferred