



Job Description

POSITION SUMMARY

Greet guests, inform them of the artist, qualify them as potential clients, and close them.

GENERAL RESPONSIBILITIES

- Greet, educate, and inform all guests who come into the gallery
- Qualify clients and close sales
- Write up invoices
- Develop professional relationships with clients (follow up on sales, new works, events, and other exciting information Other duties may be assigned

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities
Provides work direction only

WORKING CONDITIONS AND ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

QUALIFICATIONS & EDUCATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.