**Glass Retail Gallery Coordinator**

The Morean Arts Center in downtown St. Petersburg, Florida seeks a Glass Retail Gallery Coordinator dedicated to its busy Glass Retail Store. This is a full-time (35-40 hours a week) non-exempt (hourly) retail sales position that oversees daily operations of the Glass Retail Store. Must have excellent priority setting ability, good record keeping and proper cash handling and credit card processing skills, and exceptional customer service and communication skills.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Ability to oversee the busy Glass Retail Store and provide comprehensive, excellent customer service to visitors and groups arriving to experience daily glassblowing demonstrations
* Ability to process returns, exchanges, new inventory entry, annual inventory audits, backstock management, sales and consignment reports and artist reports through Altru
* Able to assess and properly wrap glass art objects for customer purchases and shipping to ensure no damage in transport.
* Knowledge about the Morean Arts Center and its venues, local glass artists, their work, glass production techniques, and retail merchandise.
* Awareness of daily activities such as group tours, exhibition openings, education programs, and special events, which may affect how busy the Glass Retail Store is and to ensure appropriate staffing.
* Knowledge, skill and ability to maintain the Glass Retail Store including pricing, placing merchandise, and providing a compelling visual impression of shop merchandise and consignment artwork to maximize sales.
* Ability to enforce policies and procedures, and maintain necessary retail, packing and shipping supplies, backstock management and inventory items.
* Knowledge of opening and closing procedures, cash management and security systems.

**Minimum Qualifications**: Prior retail sales experience is required. Bachelor’s degree from an accredited college or university desired but not required. Intermediate to advanced knowledge of Windows programs including Outlook email needed. Ability to learn the Altru CRM/POS system. Social media experience desired but not required. Must be able to work flexible hours including weekends to provide sufficient coverage for the Glass Retail Store's hours of operation. Must be able to climb a ladder and lift, place and move light-to-moderately heavy objects (75 pounds and under). Hiring offer is contingent on results of a required, employer-paid Level 2 background check.

Hourly wage is $16 per hour with a competitive benefits package. Please apply through Indeed.com