

SPRUIILL

GALLERY

JOB TITLE: GALLERY ASSOCIATE - SALES & MERCHANDISING

PART-TIME, NON-EXEMPT

PAY: \$22 PER HOUR

REPORTS TO: GALLERY DIRECTOR

JOB DESCRIPTION:

The Spruill Gallery seeks an enthusiastic and customer-oriented individual to join our team as Gallery Associate - Sales & Merchandising. As the longest standing gallery in the top-end Perimeter area, the Spruill Gallery is renowned for its cutting-edge exhibitions and our support of regional artists, drawing thousands of visitors annually through our programming and collaborations. Housed in a historic 1867-1905 home on Ashford Dunwoody Road, the Gallery presents five diverse exhibitions each year, showcasing emerging and established artists alongside work from our Education Center.

Our gallery shop is one of metro Atlanta's best destinations for locally made artist gifts, offering a curated selection of handcrafted goods year-round. During the annual Holiday Art Fair, our space transforms into a vibrant hub for unique, artist-made gifts.

As a Gallery Associate, you will ensure a visually engaging, cohesive experience throughout the Spruill Gallery, from exhibits to the shop, enhancing the visitor journey. Your focus will be on visual merchandising, sales promotion, and merchandising strategy, ensuring alignment between gallery exhibitions with retail objectives. You will engage with customers and support daily operations, including exhibit setup, checkout, and inventory management.

Are you ready to bring your enthusiasm, eye for design, and customer-focused approach to the heart of the arts scene in metro Atlanta? Join us at Spruill Gallery and be part of our vibrant community!

SKILLS/EXPERIENCE REQUIRED:

- Bachelor's degree in a related field, or 1-3 years of relevant experience in retail, merchandising, or a similar environment.
- Experience in a gallery environment, handling fine art and knowledge of visual arts vocabulary, is a plus.
- Experience with sales promotions, visual merchandising, and creating compelling displays that engage customers.
- Merchandise display and inventory management to maintain full and visually appealing shop displays.
- Ability to rotate shop displays seasonally (four times a year) and adjust displays within seasons for promotions, holidays, and seasonal sales.
- Strong customer service experience with the ability to engage and build relationships with diverse visitors.
- Ability to manage multiple tasks and priorities in a fast-paced environment.
- Strong attention to detail with creative imagination in visual presentation.
- Excellent oral and written communication skills.
- Proficiency in Office 365 and the ability to learn POS, Shopify, and inventory systems.
- Proactively identify and engage with emerging and established artists to explore potential collaborations, ensuring a fresh and dynamic selection of merchandise for the shop.

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RESPONSIBILITIES INCLUDE:

- Apply visual merchandising principles, including full-line and focal displays, strategic placement, and cohesive storytelling.
- Build and maintain relationships with artists, collectors, and design professionals.
- Ensure displays are fully stocked by sourcing local artists and maintaining visual sightlines.
- Regularly rotate displays seasonally (four times a year) and adjust displays within seasons for promotions, holiday events, or seasonal sales to keep the shop engaging.
- Support exhibition and shop sales, visual merchandising, and sales promotions, ensuring alignment between gallery exhibits and retail objectives.
- Greet and assist visitors warmly, providing information on current exhibitions, products, and artist details.
- Operate the cash register and assist with accurate pricing, inventory updates, and checkout procedures.
- Provide gift-wrapping services and ensure attention to detail in presentation.
- Safely handle and display fine artwork, jewelry, ceramics, and other items.
- Collaborate with the Gallery Director, Digital Specialist, and Community Programs & Event Coordinator to plan and execute events and promotions designed to drive sales seasonally in addition to gallery events.
- Assist with social media content creation, highlighting new displays and exhibits to engage visitors.
- Work with the Gallery Director and Gallery Assistant to set up exhibitions, maintain inventory, and track sales performance.
- Collaborate with the Gallery Director and Assistant on administrative tasks, artist relations, and exhibit setup.
- Perform retail space maintenance and light cleaning duties, ensuring an inviting environment for guests.
- Responsible for creating a visual and whimsical displays for the annual Holiday Art Fair.
- Coordinate all aspects of the annual Holiday Art Fair, including administration and visual presentation.
- Source and manage 150 artists for the Holiday Art Fair with the Gallery Assistant, ensuring a diverse inventory and smooth event coordination.

WORK ENVIRONMENT:

The Spruill Gallery operates Tuesday – Saturday from 11:00 a.m.–7:00 p.m. and Sunday from 12:00 p.m. – 5:00 p.m. The Gallery Associate will work a set schedule of approximately 20 hours per week, covering gallery operation hours and exhibition changes. Flexibility in scheduling is required to accommodate peak periods, including evenings, weekends, and holidays. Additional hours may be added during the Holiday Art Fair season (late October through year-end), the Spruill Showcase Gallery setup and installation, and other Spruill annual events.

The Gallery Associate must have the physical fitness necessary to perform job functions with or without accommodation. This includes the ability to lift up to 25 pounds unaided and 50 pounds or more with assistance, as well as the ability to hang, sit, stand, and walk for prolonged periods. The role requires the use of tools and equipment such as pedestals, ladders, and power tools to execute gallery and shop installations.

TO APPLY: Send your resume and cover letter to the Director of Operations, Kimberly Marshall at kmarshall@spruillarts.org.