

Studio Supervisor

Studio Supervisors are responsible for overseeing the Arts@302 Gallery, The Shop@302 Gift Shop, and classrooms during extended business hours. They will be the first greeting for customers and phone calls, as well as the first contact for assisting teachers and rental clients. This position will work primarily on weeknights and weekends ranging from 5-10+ hours per week.

Primary Responsibilities

- Greeting and helping customers.
- Answering phone calls and taking messages for staff members when necessary.
- Communicating class, event, volunteer, and exhibiting opportunities to any and all guests.
- Assist teachers and rental clients as needed. (May include distributing class folders, stocking cleaning supplies, etc.)
- Handle sales in the gift shop and gallery.
- Enrolling students in classes through our online software.
- Cleaning the front desk area and keeping it presentable.

Minimum Requirements

- Available on weeknights and/or weekends.
- Experience with computers and point-of-sale software.
- High school diploma or equivalent
- (Preferred but not required) Arts background or passion.

1099 Contract Employee

Studio Supervisors will be paid \$15/hour and are at this time 1099 independent contractors. Taxes will not be deducted from employee earnings.