

JOB DESCRIPTION

Title	Inventory Specialist and Gallery Support
Reports to	Gallery Manager
Supervises	none
Location	Volcano Art Center Gallery In HVNP/ Niaulani Campus in Volcano Village
Department	Gallery

Job summary

Volcano Art Center (VAC) is an educational and arts nonprofit organization with over 1,200 members, volunteers and donors. Volcano Art Center Gallery is located in the 1877 Volcano House building within Hawai'i Volcanoes National Park that represents over 230 artists who have been inspired by the natural and cultural environment of the Kilauea region of Hawai'i Island.

The Gallery Support and Inventory Specialist position supports VAC's day-to-day inventory, clerical and administrative needs of VAC's Gallery and website operations.

As a member of the VAC Gallery team, this position contributes to the overall Park and VAC Gallery visitor experience. The Inventory Specialist and Gallery Support position provides back up to VAC Gallery sales associates during lunch breaks and vacations and other Personal Time Off (PTO) leaves. This position represents the Volcano Art Center and the National Park Service and supports the mission and vision of both organizations.

Summary of Essential Job Functions

Inventory Specialist

1. Responsible for day-to-day inventory, clerical, administrative and sales needs of Gallery operations at multiple locations including Internet.
2. Works with sales staff and Gallery Manager to orders and maintains gallery inventory to be sold on location and on-line.
3. Advises sales staff and Gallery management of inventory, supplies, and facility needs
4. Meets, greets, and welcomes artists and patrons to the gallery in a courteous and helpful manner.
5. Accepts delivery of merchandise, properly processes received invoices, and prices merchandise as needed. Arranges merchandise for display and properly stores back stock.
6. Properly, timely and accurately records received inventory and inputs necessary data into computer, and accounting forms if necessary.
7. Generates daily reports of receivings, returns and change in prices of inventory to be reviewed by Gallery Manager.
8. Maintains all VAC e-commerce inventory based on actual physical inventory present at VAC gallery, and the Nialani gift shop location. Adding, editing, and deleting inventory as needed.
9. Moves incoming and outgoing inventory; picks up and delivers inventory as needed.
10. Generates and/or compiles images of inventory, product descriptions and information about artists to be shared with sales staff, online, and via social media.
10. This position will provide implementation and inventory support for special programs developed by the Gallery Manager, the VAC program department and special fundraising events, including "Love The Arts."
11. Acquires and shares knowledge of artists', their background and art works presented in the Gallery and online; this requires continuous learning of techniques and terms, acquired by initial training and independent study and as new work is brought into the gallery.

Gallery Support

1. Provide sales floor coverage back up to the VAC Gallery sales team during lunch breaks, vacation and other PTO leaves.
2. Utilizes retail sales and people skills to create a comfortable atmosphere for a pleasant visitor and member shopping experience.
3. Follows up with sales in progress; contacts artists, updates clients by phone or email and fills orders as necessary.
4. Assists with creating, presenting and promoting art and cultural exhibits and/or programs at VAC gallery, the Niaulani Campus and online at VolcanoArtCenter.org.
5. Properly packages sold merchandise; this may require advance preparation of packing materials; promptly restocking merchandise after sale and alerts management when supplies are needed.
6. Answers the telephone in a courteous and helpful manner; properly handles phone and internet orders; correctly identifies merchandise, processes sale, and completes shipping form prior to sending merchandise to shipping department
7. Performs housekeeping as needed to maintain the gallery; this requires following a daily, weekly and monthly housekeeping schedule and includes the gallery office(s), back stock storage, other storage areas, porch and kit
8. Acquires knowledge of the historic 1877 Volcano House, the Niaulani Rain Forest and the organizational history of VAC; interprets this information to visitors
9. Develops and nurtures relationships with key stakeholders, including VAC employees, board members, artists, National Park Service employees, arts and cultural organizations, tourist industry, vendors, suppliers, and community members
10. Maintains professional standards of appearance as appropriate
11. Maintains courtesy and helpful attitude to artists, customers, staff and Board
12. Performs additional duties normally inherent in a position of this nature and as may be assigned by immediate supervisor and/or Executive Director
13. Observes and adheres to schedules, policies and procedures as prescribed by the Gallery Manager and/or Executive Director and the organization's Personnel Policies and Procedures

Minimum requirements

- Has a valid Hawai'i State driver's license
- Ability to lift up to 35 lbs. comfortably
- High School graduate or equivalent preferred
- Passion for the arts and the missions of Volcano Art Center and HVNP
- Excellent oral and written communication skills
- Five years professional work experience; five years retail/gallery experience
- Ability to develop and nurture interpersonal relationships
- Understanding of non-profit organizations and the need to promote our mission, history and vision

Abilities required

- Ability to work independently and take initiative as appropriate
- Strong salesmanship and people skills, including the ability to lead and work within a team framework and to communicate effectively;

- Ability to represent organization at all times
- Strong computer skills, including email and internet
- Strong attention to detail and follow-up skills
- Knowledge of and ability to use and manage point-of-sale retail software, email, e-commerce and other retail sales technologies.

Qualifications

The successful candidate will have prior retail and customer service experience; strong clerical experience a plus; have strong interpersonal, written and verbal communication skills; experience working with nonprofit arts organizations; have a strong interest in the visual and/or fine arts; the ability to work a flexible work schedule that may vary from week-to-week; and be an enthusiastic team player. Interest in the history of Hawai`i and the Kilauea region, cultural sensitivity and working knowledge of the Hawaiian language is helpful.

ADDITIONAL NOTES:

The starting pay for this position is \$11 /hour plus commission on sales floor time that meet or exceed sales goals after an introduction/training period. Immediate opening for two days/week, however more shifts may become available. Applicants for this position will be subject to a background check.

APPLICATION PROCEDURES:

Submissions Should Include:

- A cover letter describing your qualifications and why you are the ideal candidate for this position
- A resume with three references, including complete contact information and a statement of the relationship (i.e. former supervisor, former co-worker, etc.)
- If you have strong database and/or packing and shipping experience (see Additional Notes above), please indicate this on your cover letter and include relevant information on your resume.

Applications without the required materials will not be considered. Applications will not be returned.

Applications may be submitted by mail or by email. No phone calls please.

Mail applications to: Volcano Art Center, Attn: Sales Position, P.O Box 129, Volcano, HI 96785

Email applications to: gallery@volcanoartcenter.org. Insert "Inventory Position" in the subject line.