

Posted - December 14, 2020

RETAIL SALES MANAGER - Part Time Permanent Owen Sound Artist CoOperative

Owen Sound ON

DESCRIPTION

We are looking for a results driven retail store manager to be responsible for the overall management of the Owen Sound Artists Co Operative - Retail Outlet - a 45 member NFP Co Operative. The Artists CoOp is a high volume sales gallery operating in a gorgeous retail space in the heart of Owen Sound. Working with the Board of Directors, the successful candidate will be responsible for managing staff, liaising with Permanent Member Artists and Guest Artists, as well as all associated businesses.

RESPONSIBILITIES

- Manage day to day operation of the retail gallery with emphasis on accurate accounting of sales.
- Complete all Gallery administration including marketing and ensure compliance with policies and procedures.
- Manage staff and CoOp Members retail shift duties - liaise with bookkeeper/accountant
- Report to the Board of Directors, attend committee meetings and liaise with Co Operative Members (Artists) when needed.
- Deal with all issues that arise from staff or customers (complaints, grievances, accolades etc)
- Additional store manager duties as required.

QUALIFICATIONS

Knowledge and experience:

- Proven successful experience as a retail manager.
- Excellent communication and interpersonal skills
- Proficiency in Excel - Word - and Social Media Marketing.
- Strong organizational skills - Flexibility and a fabulous sense of humour would go a long way

REMUNERATION - Based on approx. 25 hours a week -

HOW TO APPLY

Email applications directed to **Kelly Maw** (Board Chair) info@artistscoop.ca. Please include a resume, cover letter, and at least 1 professional reference. We thank everyone who applies for this position - however we will only reply to the candidates selected for an interview. Interview will be virtual - through ZOOM. **Applications Close December 30th. Training to begin late January 2021**

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