

## **Bullseye Glass Co.**

### Job Description

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Department: **Resource Center – New York**

Position: **Retail Sales & Studio Instructor**

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#### **Summary**

The position requires a self directed team player with an interest in sales, art, teaching and working with their hands. The individual should be able to anticipate needs in order to assist customers, the store manager and other sales & studio instructors. The ability to problem solve and provide high quality customer service is essential. Sales will be driven primarily through education via customer/student interaction, classes, lectures and in-store demonstrations.

#### **Primary Responsibilities**

- Have a comprehensive understanding of product line and its use in kilnforming
- Help customer with questions, which may be related to quality of product, billing, pricing and user technical issues
- Have a complete understanding of pricing & discount levels
- Demonstrate in-store tools and techniques
- Maximize store sales through quality customer service
- Sell products and classes
- Help create in store displays and educational samples
- Help manage store inventory
- Receive and stock inventory
- Teach classes
- Assist in daily store and teaching studio functions
- Assist with visiting artists/instructors in the teaching of kilnforming classes
- Help keep the studio clean and equipment maintained

#### **Essential Qualifications**

- 4-year degree preferably in Fine Art/equivalent experience
- Knowledge of Mac and PC, Excel, Microsoft Word, Outlook, and presentation software
- 2 years of prior Retail Sales or Customer Service experience
- Teaching experience

- Curriculum development experience
- Excellent organizational and communication skills

**Essential Qualifications (cont.....)**

- Ability to problem solve
- Aptitude in math
- Accuracy is critical for all phases of the job
- Valid driver's license
- Knowledge of art history & aesthetics
- Hands-on experience in the arts a plus
- Ability to lift up to 40 lbs, which is necessary in handling the stocking of supplies, as well as assisting customers with merchandise
- Ability to use a variety of equipment like; pallet jack, forklift, kilns, coldworking equipment, hand and power tools.

**Lines of Responsibility**

- Reports to: Store Manager