

ARTHOUSE Unlimited – Role description and personal specification

Role Saturday Shop & Admin Assistant

Hours 6.5 hrs (09:45-16:15)

Location: Godalming, Surrey

Reports to: Inclusion and Marketing Manager

Direct Reports: None but will provide support for volunteers as necessary

Key responsibilities

Open and lock up premises of the Shop

Use of till/card machine to include set up and close down procedures each day.

Actively up-sell and cross-sell products wherever possible.

Communicate the story of the Artists, their Artwork and ARTHOUSE Unlimited to customers.

Work with and support volunteer/s.

Answer phones and take messages.

Undertake any packing/labelling or other jobs that have been left by the team

Communicate any necessary information to the weekday team at the end of the day via email.

Knowledge and qualifications

Understanding and acceptance of the ethos of Arthouse Unlimited – Essential

Excellent verbal communication skills – Essential

Experience of working in a retail setting (shop based, with till usage) – Desirable

Experience of sales - Desirable

Experience of the Arts - Desirable

Experience of working in a Charity with volunteers – Desirable

Experience of basic IT packages (email, excel, word) - Desirable

Other Be willing to attend training days when possible.

Date – August 2022