



Part-time Gift Shop Manager

TAG (The Art Gallery *at Congdon Yards*) is High Point's premiere non-profit organization dedicated to the visual arts. TAG has recently relocated to Congdon Yards, a repurposed textile mill in downtown High Point. Occupying 11,000 sq. ft. of galleries and classrooms, the addition of a gift shop is a new venture for TAG. The objective is to offer art and design-focused items for sale to the public, both as a draw to the space and as a service to our visitors.

TAG Gift Shop Manager Responsibilities

- Supervise daily operation of the gift shop.
- Curate and purchase inventory, serving as buyer. Meet with vendors and product representatives, and conduct independent research to select marketable goods and gifts appropriate to potential buying audience, season of the year, and recognized customer demand.
- Receive and unpack shipments.
- Price inventory.
- Organize display and presentation of merchandise. Change displays regularly.
- Research and select the appropriate POS system to conduct transactions.
- Supervise cashiering and receipting the sale of merchandise.
- Maintain sales records.
- Maintain inventory of merchandise.
- Recruit and manage sales associates as needed.
- Assist the public with selections/purchases as needed.
- Coordinate with TAG staff to market and promote the gift shop.

Part-time position. Flexible hours.

Retail experience required.

Strong sense of style essential.

Rate of Pay: \$16 - \$18 per hour

To apply, please send a letter of interest and resume to info@tagart.org