



**Job Title: Gallery Store Manager**

**Location: The Art Gallery (TAG) at Congdon Yards, High Point, NC**

**Job Type: Part-Time**

### **About TAG:**

The Art Gallery (TAG) at Congdon Yards is a non-profit visual arts organization committed to exhibiting the work of professional artists as well as student artwork, along with a robust schedule of hands-on classes. Our gallery store serves as an extension of this mission, offering unique, high-quality artisan works and merchandise that celebrate creativity and craftsmanship.

### **Position Overview:**

TAG is seeking a **Gallery Store Manager** to oversee the daily operations of our gallery store. This role involves curating and procuring artisan merchandise, managing inventory, and ensuring an engaging and visually appealing shopping experience for visitors. The ideal candidate has a keen eye for unique and compelling merchandise, strong organizational skills, and a passion for the arts. This part-time role requires approximately **10 hours per week**, with additional hours during peak selling seasons and special events.

### **Key Responsibilities:**

- **Merchandising & Procurement:** Identify and source new and interesting merchandise, including artisan-made products, in alignment with TAG's mission and aesthetic.
- **Inventory Management:** Oversee ordering, receiving, and stocking of merchandise. Maintain accurate records in the **Shopify system** and ensure products are appropriately priced and labeled.
- **Store Presentation & Display:** Regularly refresh and update merchandise displays to create an inviting and engaging retail experience.
- **Sales & Customer Engagement:** Provide exceptional customer service, assisting patrons in selecting merchandise and sharing insights about the artisans and their work.
- **Operational Oversight:** Manage store operations, including sales transactions, cash handling, and reconciling daily sales reports.

- **Collaboration & Special Events:** Work closely with TAG leadership to coordinate store promotions, artist showcases, and other special events.

### **Qualifications & Skills:**

- Previous retail, merchandising, or gallery experience preferred.
- Strong eye for design and understanding of artisan craftsmanship.
- Familiarity with **Shopify** or other inventory management systems is a plus.
- Excellent organizational skills and attention to detail.
- Ability to work independently and collaboratively in a dynamic arts environment.
- Availability for flexible scheduling, including some evenings and weekends for events.

### **Compensation:**

\$16/hr

### **How to Apply:**

Interested candidates should submit a resume and a brief cover letter detailing their experience and interest in the position to [info@tagart.org](mailto:info@tagart.org). Applications will be reviewed on a rolling basis until the position is filled.

Join us in supporting local and emerging artists while curating a one-of-a-kind shopping experience at TAG!