

## **BLOOMINGTON ART CENTER**

*Our mission is to stimulate creativity by making high quality arts programs accessible to people of all ages, skills and abilities*

### **Volunteer Position Description Gift Shop Attendant**

Reports to: Exhibition Director

Bloomington Art Center exists to stimulate creativity by providing high quality arts programs accessible to persons of all ages, skills and abilities. We welcome volunteers to work with us to meet our mission and recognize and deeply value their contribution of time, energy, talent and enthusiasm.

The Exhibition Program strives to meet the mission and goals of the Bloomington Art Center by providing high quality exhibitions which serves both our artistic community as well as our viewing community. The exhibitions feature work by emerging and established artists from around the region, presented in a professional and educational manner.

The Rose Schneider Gift Shop helps the BAC fulfill its mission by providing an opportunity for local and regional artists to sell their work in a retail environment as well as an opportunity for our community to purchase high-quality, one-of-a kind work. It is important that the gift shop be:

- welcoming/inviting
- professional
- feature high quality, creative gift items
- accessible

The person who fills this position will have previous retail ability and will be:

- reliable
  - flexible
  - trustworthy
  - have good judgment
- Prior to acceptance into the volunteer program, each potential applicant will undergo a back ground check. The Gift Shop Attendant will be trained on the cash register and basic retail sales procedures.

Responsibilities include the following:

- Opening the Gift Shop one hour prior to theater performances and/or during special events such as Exhibition Receptions.
- Assist customers with purchases by ringing work up on the register and keep accurate account of each sale by filling out a Statement of Sale form.
- Close register. Close the Gift Shop.
- Have the Information Attendant lock doors.