SALES ASSISTANT - JOB ANNOUNCEMENT

Founded in 1927, Carmel’s oldest gallery features the work of more than 80 professional local artists and is dedicated to presenting only the finest work for sale by artists living on the Monterey Peninsula. The Carmel Art Association displays a wide variety of styles and media and changes its exhibitions every month. The historic building provides exhibition space for its members’ works and, in the interest of community involvement, sponsors, film series, lectures, concerts, art demonstrations and special fund-raising events. The Carmel Art Association is a 501(c)(3).

We are seeking a Sales Assistant to assist the Carmel Art Association’s Gallery Manager with fine art sales and administrative tasks of the gallery and maintain a high level of service to gallery clientele. The Sales Assistant will contribute to the daily operations of this historic art gallery. The 96 year-old non-profit’s mission is to exhibit and sell original artworks by some 80 Artist Members, educate and illuminate some 20,000 annual gallery visitors, and facilitate communication between artists and the general public.

Minimum Qualifications:

• Must possess an interest in art, CAA Artist Members and their work, and the CAA as a historical entity
• Strong Customer Service skills and ability to work as a team player
• Proficiency in using Microsoft Office including, but not limited to Excel and Word.
• Excellent writing and speaking communications regarding sales; delivery must reflect a professional image.
• Knowledge of the local art scene, artists and their works is desirable.
• Ability to photograph and send images of artwork via email and text.
• Ability to quickly learn and completely use MasterPiece gallery software (Point-of-sale/Inventory Program) and labeling software
• Must be willing to work weekends and holidays

Education:
High School Diploma required; AA/BA preferred

Experience:
Minimum 2 years of job experience in retail sales, front desk/reception and/or equivalent preferred; art history and/or fine art sales background is preferred.

To Apply, please email cover letter and resume to: carmelart@mail.com