

**Dunedin Fine Art Center (DFAC)
Dunedin, Florida**

Position Title:

Gallery Shop & Volunteer Coordinator

General Description of Duties

The **Gallery Shop & Volunteer Coordinator** is a *part-time position* under the direction of the VP Finance/CFO, this position is responsible for all aspects of managing the Gallery Shop from working with consigning artists to the selection of stock and training Shop volunteers. In conjunction, this position is responsible for DFAC's Volunteer program, including recruitment, selection, and training. Any other duties as assigned by the VP Finance/CFO.

Specific Duties & Responsibilities

Gallery Shop main responsibilities: Customer Service, Merchandise, Consignment, Software and Shop Volunteers.

- Responsible for delivering a high level of customer service: phone sales, special orders, and artist enquiries
- Cash handling: ensure that end of day reporting; maintain back-office safe/ cash register balances
- Coordinating Gallery Shop volunteers with training, scheduling and communications
- Create exciting visual displays and rotates inventory regularly
- Plans on items for the Annual Holiday Show and other special events
- Creates quarterly sales plans and monitors variables as needed for profitability
- Works with Communication Director to develop promotions to enhance shop visibility and profitability
- Creates/maintains vendor files; ensure vendor information is up to date
- Keeps inventory using DFAC's Point of Purchase software and purchases retail items, ensure product variants and work with curatorial director on exhibit sales
- Meets with Artist Jurying Committee to review artists' applications

Volunteer Coordinator

- Coordinates the DFAC Volunteer Program, requests for volunteers, recruitment, screening, orientation, placement, evaluation and recognition
- Trains and leads volunteers and will ascertain if further training is necessary with another staff person

- Schedules & trains volunteers for Special Events
- Manages Volgistics the on-line volunteer management program
- Evaluates when further training of volunteers is needed
- Organizes Volunteer Appreciation Luncheon

Special requirements include:

- Personnel Policy (Employee’s Handbook) has all the pertinent information needed.
- DFAC will be open on Saturdays and Sundays starting in January and these are busy days. This position requires that the Coordinator ensures coverage on those days and if this is not possible then the Coordinator will have to work the Gallery Shop.
- Ability to work independently and creatively
- Computer skills, including proficiency with Artisans, the Gallery Shop’s software; Volgistics, the volunteer management software; and DFAC’s proprietary software for students
- Preferred not required BA or BS degree

PERFORMANCE APTITUDES

Human Interaction: Requires the ability to function in a managerial capacity for volunteers. Includes the ability to make decisions on procedural and technical levels. Requires the ability to work as a team with staff and constituents to execute events.

Equipment, Tools, and Materials Utilization: Requires the ability to use, operate and/or handle equipment such as computer, office software, web-based software, copier, fax machine, and telephone.

Verbal Aptitude: Requires the ability to effectively communicate with a variety of co-workers, volunteers, visitors, members, and vendors.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division, to calculate decimals and percentages; may require the ability to perform mathematical operations with fractions.

Time & Organizational Management: Requires good time management and organizational skills to coordinate and manage overlapping events and volunteer needs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert a small amount of physical effort in light work involving moving from one area of the building to another, specifically with lifting and displaying items in the Gallery Shop. Some positions require sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as data entry, filing and/or the use of office equipment or supplies.

Sensory Requirements: Some tasks require visual and auditory perception and discrimination as well as oral communications ability.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

PERFORMANCE INDICATIONS

Knowledge of Work: Has thorough knowledge of the methods, procedures of DFAC as they pertain to the performance of essential duties of the Gallery Shop/Volunteer Coordinator.

Quality of Work: Maintains high standards of presentation and attention to detail which consistently meets established standards and expectations.

Quantity of Work: Performs described specific functions and related assignments efficiently and effectively to produce quantity of work which consistently meets established standards, deadlines, and expectations.

Dependability: Assumes responsibility for completing assigned work. Completes assigned work within deadlines in accordance with directives, policy, standards and prescribed procedures. Maintains accountability for assigned responsibilities.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides adequate notice to the VP Finance/CFO with respect to vacation and leave requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished and initiates proper and acceptable action for the completion of work with minimum supervision and instruction.

Judgment and Decision Making: Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches issues, situation and alternatives before exercising judgment.

Cooperation: Accepts supervisory instructions and direction and strives to meet established goals and objectives. Questions such instruction and directions when clarification of results or consequences are justified, i.e. poor communications, variance with established policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation intra- and inter-departmentally.

Relationships with Others: Strives to develop and maintain excellent rapport with co-workers, volunteers and constituents. Shares applicable knowledge with co-workers for mutual benefit. Contributes to maintaining high morale. Emphasizes the importance of maintaining a positive image. Exemplifies loyalty to the Dunedin Fine Art Center. Maintains confidentiality.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work. Avoids duplication of effort. Estimates expected time of completion of work elements and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussion on time.

Safety and Housekeeping: Adheres to all established safety and housekeeping standards. Ensures such standards are not violated.

Creativity: Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of functions under charge. Employs imagination and creativity in the application of duties and responsibilities. Is not averse to change that supports achievement of goals and objectives.

OTHER

Background Check Required

Background & Finger print check required by Florida State Law, paid for by Dunedin Fine Art Center.

Conflict of Interest and Sexual Harassment Policies

DFAC has the above policies.

DFAC is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.