

THE RICKARDS GALLERY

FRAMING POSITION

JOB TITLE

Framing Manager of The Rickards Gallery Frame Shop

JOB DESCRIPTION

Responsible for management & operation of The Rickards Gallery Frame Shop in coordination with The Rickards Gallery and The Open Door representatives.

HOURS/SALARY

PART TIME 16-24hrs/week starting @ \$18/hr (15k-23k/year)

Flexible schedule / Workflow autonomy / Room for growth / PTO / Shift meal & drink

PRIMARY RESPONSIBILITIES

FRAME SHOP

FRAMING

- Design interfacing with customers
- Understanding different types of artwork & how to properly execute each project
- Communicating turnaround times & honoring deadlines
- Time management of current workload
- Maintaining integrity of artwork
- Ordering supplies, budgeting & stock management
- Assembling frames, applying artwork & constructing final product

STRETCHING

- Confirming integrity of canvas & ability to be stretched
- Ordering supplies, budgeting & stock management
- Assembling bars & applying canvas

GALLERY

CUSTOMER SERVICE / SALES

- Greeting and engaging guests
- Being knowledgeable & educated so all questions can be answered
- Full understanding of system to best assist each customer and every transaction
- Offering any/all available information, services or accommodations to encourage sales

INVENTORY

- Maintaining inventory & backstock for successful gallery curation
 - Dan Rickards
 - Consigned artists
 - Wholesale items
 - Merchandize
 - Supplies
- Receiving new inventory and inputting/uploading into Google Sheets, Square & Squarespace

OTHER JOB EXPECTATIONS

- Investing in company vision/mission & core values
 - Communicating all necessary information to team members to promote frame shop success
 - Participation in team gatherings, events & mandatory meetings
 - Awareness of sales, budgets & goals
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DESIRED QUALIFICATIONS

- Management experience
- Trustworthy & honest
- Punctual & dependable
- Artistic & creative
- Positive & excited
- Confident & self sufficient
- Strong time management
- Strong attention to detail
- Strong work ethic
- Strong people skills
- Leadership/team motivated & independently motivated
- Basic computer skills (Square, Squarespace, Google)
- Basic social media & marketing knowledge

IDEAL CANDIDATE

Someone who is passionate about art, skilled in craft, cares deeply about a job well done & feels positively challenged with the demands of a management position.

THE OPEN DOOR & THE RICKARDS GALLERY

OBJECTIVE / VISION / MISSION / CORE VALUES

OPERATING OBJECTIVE

Our objective is to provide our guests with the highest quality products and service in such a way that supports and pairs well with fine arts. We desire to create a dynamic environment in which a well-developed, professional staff has fun while accomplishing organizational and personal goals. We continually strive to be an efficient and growth-oriented organization while maintaining our ability to be flexible and adaptive to the needs and desires of our guests and staff.

VISION STATEMENT

Inviting you to stay a while and make a memory.

MISSION STATEMENT

The Open Door is a family owned and operated fine art gallery, restaurant and boutique venue. We are revered for creating memorable experiences that showcase beautiful art, food, wine and spirits, while providing genuine care and hospitality for our community, visitors and friends. We invite everyone to feel welcome and inspired.

CORE VALUES & ASPIRATIONS

Community - Our team cares for and is invested in our village. From supporting local non-profits, volunteering at schools, and shopping local - we desire to know the people we serve.

Experience - The Open Door Venue is a place where we are constantly striving to awaken the senses. From seeing exquisite artwork displayed, to feeling welcomed by our engaging team members, to hearing enjoyable music - all while indulging in the enticing tastes and smells from our beautiful menu. We invite our guests to stay a while, and make a memory.

Sustainability - The Open Door Venue is always striving to provide a sustainable work environment. From creating schedules that support family values and prioritize higher education, to offering competitive wages and mindful benefits. We believe "generosity fosters generosity."

Teamwork - Our team values learning and growing. We encourage everyone to understand each other by facilitating multifaceted, crossover positions, allowing each team member to support each other and supporting the value of every working part of the venue.

Relationship - Our team has fun together! We enjoy gathering our families and friends outside of work for activities, celebrations and shared meals.

Respect - Our team values and encourages mutual respect, exemplified by how they care for one another, our customers and the venue. This shared admiration creates a joy filled work environment.

Thank you for considering becoming a part of our team. We look forward to working with you. Cheers!

- *Leadership & Management*