

Post Road Art Center Job Application

We need a well-rounded artistic person that can multi-task!

If you are someone who has previous professional framing experience, is proficient at using computers, has the ability to work well with others and provide customers with a positive shopping experience, this is the job for you!

Full time and part-time positions available. These are year-round positions.

This job requires standing and going up and down stairs all day.

Job Description:

- Picture Framing- designing and selling, cutting and building frames, cutting mats & glass, assembling... we are very fussy and meticulous you should be too.
- Sales- keeping gallery neat and clean, selling art supplies, gifts and jewelry, artwork, stocking shelves, pricing, making creative displays, organizing and selling art classes.
- General Maintenance- Keeping walks shoveled and sanded in the winter. Changing the sign, picking up around the yard, keeping the classrooms clean and organized, taking out trash, keeping the shop clean/organized.
- Office work- Answering the phone, data entry and marketing, making flyers and hand-outs. Setting up the classrooms, talking to people about art classes, managing classes.

Please submit this application along with your resume by emailing randi@postroadartcenter.com. Please type "PRAC job application" in the subject line.

Why do you want to work here?

What kind of hours are you looking for?

Are you willing to work on Saturdays?

What is your salary requirement?

Do you have any custom framing experience? Where?

Who is your favorite artist?

What is your favorite medium?

Have you ever set up a website?

Do you have any marketing experience?

Do you have any experience with fine art printing?

What types of art supplies have you worked with?

What is your favorite sport to play/do?

Tell me about your organizational skills:

Please list at least three references that I may contact:

Are you good at working with customers? (List any previous experience)

Are you patient and willing to learn new skills?

Do you have experience working at a small business, where people wear many hats?

Math skills:^[]_[SEP]Please add these up:

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What are some of your hobbies?

Do you mind spending long periods of time working alone?

Are you a people person?

Do you have any retail experience?

Education background:

Have pets?

Are you proficient on the computer? (What programs are you familiar with?)

What makes you stand out as a great candidate for this position?

Where would you like to be in 5 years?