



Title: Gallery Marketing & Communications Associate

Reports to: CEO & Owner

Hours: 21-35 hours per week

Description: This position assists with the in-person and online retail experience at the Clay Coyote and special events.

Primary Responsibilities:

- Assist customers with purchasing in-person, online, and over the phone.
- Maintain Clay Coyote's online presence via website, third-party retail sites, and social media.
- Run closeout sales reports.
- Manage inventory in Gallery and Online, including ordering new artwork.
- Help fulfill online orders (e.g. customer support, boxing, shipping, tracking)
- Assist with content generation for the bi-monthly email newsletter list.
- Coordinate coverage for seasonal features, programs, and other special events.
- Assist with maintenance of Clay Coyote's Communications/Marketing calendar.
- Assists with and attends Gallery special events.
- Other duties as assigned.

Qualifications:

- Must have some knowledge of the arts and ceramics.
- Must have demonstrated strong writing skills, strong computer skills, and excellent people skills.
- Must have strong administrative skills, as well as excellent written and oral communication skills.
- Must have proficiency with Mac and PC-based programs, online sales platforms, and point of sales platforms.
- Must be able to lift and move up to 35 pounds.
- Ability to interact easily with people, enjoy the challenge of educating people about ceramics, thrive in a fast-paced retail sales environment, and easily relate to all walks of life.
- Must love guacamole.
- Ability to work independently and in a team setting.

Compensation: This position is a part-time, flex schedule, hourly position. Pay is commensurate with experience and performance and within the constraints of the Clay Coyote budget.

To apply please send an email of interest to morgan@claycoyote.com or call 320-587-2599.

Last Updated: February 2022