



<b>Job Title:</b>	Operations Manager	<b>Job Category:</b>	Part Time position
<b>Department/Group:</b>	N/A		
<b>Location:</b>	114 South 3 <sup>rd</sup> St., Oakland, MD	<b>Travel Required:</b>	On-Site
<b>Level/Salary Range:</b>	\$10/hr	<b>Position Type:</b>	Part Time – 10 hrs /week
<b>HR Contact:</b>	Dave Bruffy, Owner	<b>Duration:</b>	Click here to enter a date.
<b>Will Train Applicant(s):</b>		<b>Posting Expires:</b>	N/A
<b>External posting URL:</b>	<a href="http://smoke-n-mirrors.weebly.com/employment.html">http://smoke-n-mirrors.weebly.com/employment.html</a>		
<b>Internal posting URL:</b>	N/A		
<b>Applications Accepted By:</b>			
<b>E-MAIL:</b> <a href="mailto:Smokenphoto@Outlook.com">Smokenphoto@Outlook.com</a> Subject Line: Paid Internship Opportunity		<b>MAIL:</b> Smoke N Mirrors Photography 114 South 3rd Street Oakland, MD 21550	
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>This position will work to oversee the smooth operation of the Oakland Gallery and will serve as the immediate supervisor of all Interns while on duty. This position will be responsible to open, close and secure the gallery premises as necessary, provide urgent on-site response to Interns or as the need may arise from time to time. Duties may also include interactions with sales personnel, delivery personnel, construction and maintenance personnel and oversight of general facility and business operations. This position may perform general retail sales functions as necessary. This position will typically work Tuesday through Saturday on a split shift (10:45 am – 11:45 am and 5:15 pm to 6:15 PM). This schedule will require coordination with the Owner to insure smoother operation and security of the Gallery and premises.</p> <ul style="list-style-type: none"> <li>• Gallery opening and closing</li> <li>• Supervision of all Interns as necessary</li> <li>• Works with sales, construction, delivery and other outside personnel as needed</li> <li>• Responds to on-sight urgent needs as may occur from time to time</li> <li>• Apprises the Owner of operational needs and concerns</li> <li>• Performs general retail sales functions as necessary</li> <li>• Performs general business operation activities as necessary or assigned</li> </ul> <p><b>DESIRABLE QUALIFICATIONS AND EDUCATION</b></p> <p>High School Diploma or equivalent, previous experience managing/supervising employees, previous customer service and retail experience, previous arts experience, a degree in a recognized field of art, business, HR, marketing or related field.</p> <p><b>PERSONAL SKILLS</b></p> <p>Must be responsible, reliable, have the ability to work with and supervise others and adhere to a set work schedule.</p>			