



<b>Job Title:</b>	Volunteer Gallery Host	<b>Job Category:</b>	Volunteer
<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>	Volunteer	<b>Position Type:</b>	Volunteer
<b>HR Contact:</b>	Dave Bruffy, Owner	<b>Duration:</b>	As Mutually Agreed
<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 serves as Host to Gallery visitors. This position will be responsible to greet Gallery visitors upon their arrival and introduce them to the various sections of the Gallery, talking about the representation of each Gallery section. The Host will assist visitors answering any questions about the locations, images, artists, pricing, size availability, format availability and note any questions that may need follow-up at a let date. The Host will invite visitors to sign the guest book and offer to add them to the Smoke N Mirrors email list, and inform guests of any upcoming events or activities. This position may perform general retail sales functions as necessary. This position will typically work a flexible schedule as determined mutually beneficial and scheduled at least a week in advance. Typical work hours will be scheduled some time Tuesday through Sunday and range from 11 am to 6 pm but may include Guest Artists Receptions and Special Events.</p> <ul style="list-style-type: none"> <li>• Greet Gallery guests upon arrival</li> <li>• Introduce Guests to the various Gallery sections and artists</li> <li>• Answer Guest questions regarding gallery pieces, artists, pricing and purchase options</li> <li>• Invite Guests to sign the Guest Book and sign up for future information by email</li> <li>• Inform Guests of any upcoming special events or artists</li> <li>• Generally serve as Host to provide and inviting and pleasant Guest experience</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 working in a customer service position and environment, previous 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>This position requires a pleasant demeanor and should enjoy the company of a wide range of people from diverse cultures, ethnicities and backgrounds.</p>			