



## **Retail Assistant (Craft)**

**5 hours per fortnight plus holiday cover £10.42 per hour**

### **Main Purpose of the Post**

As part of the Barn's work in developing contemporary craft and design, a new retail space, FOLD, was launched in Summer 2019. FOLD operates as both a shop and workshop space, and hosts a carefully curated selection of high-quality work drawn from makers and designers across Scotland.

In addition to being a platform to showcase contemporary work, FOLD plays an important role in generating income for the Barn, and supports our aim to increase creative access and participation for all ages, through providing an annual programme of educational and skills development workshops designed to connect local residents with professional designer/makers in a welcoming and supportive environment.

The Retail Assistant (Craft) will play an important role in sharing professional knowledge of the stock and makers presented within FOLD, and supporting makers who are in-house for workshops and selling events.

### **Main Duties of the Post**

#### **Reception Duties**

- Be warm and welcoming to all visitors.
- Keep up to date with the makers stocked in FOLD and have a good knowledge of their products and working practice.
- Keep the counter organised and tidy.
- Draw visitor's attention to the Barn and FOLD programmes.
- Keep up to date with the programme at the Barn.

#### **Display Design and Maintenance**

- Keep display's organised and tidy.
- Restock items as and when necessary.
- Always handle makers stock with care when displaying and storing.
- Keep display areas clean, tidy and dust free.

#### **Stock Control**

- Assist in keeping detailed records of Maker's stock.
- Note when stock is running low and feedback for re-ordering.
- Be familiar with stock already stored in cases in FOLD and in storage area in Barn.



#### Cash Handling

- Assist in the sale of contemporary craft and design goods stocked in FOLD.
- Record sales on sales sheet including Maker's code, description, price and method of payment.
- Cash up and balance till and cash float at end of day.

#### Workshop and Event Support

- Assist in preparing FOLD space for workshops and events as and when required.
- Remove goods and store safely.
- Assist in setting up chairs, table coverings and refreshments.

#### Keyholding Duties

- Be a responsible key holder for FOLD.

#### Teamworking

- Demonstrate and promote the Barn team values of collaboration, commitment and mutual support.

### **Skills and Person Specifications**

<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"><li>• Cash Handling</li><li>• Good multi-tasking and organisational skills</li><li>• Ability to work under own initiative, work to deadlines</li><li>• Excellent interpersonal skills,</li><li>• A positive and solutions focussed approach in the workplace</li><li>• Ability to work productively under pressure, and maintain attention to detail</li><li>• Effective team player</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of the Contemporary Craft sector</li><li>• Experience of working with artists</li><li>• At least 6 months experience in the creative learning, audience or arts development fields</li><li>• Experience of working with volunteers in a mentoring, training or supervisory role</li><li>• Ability to create, update and manage website content and communication platforms</li></ul>

Our roles are open to everyone. We encourage applications from people who are underrepresented in our organisation and in the arts and cultural sector.

**Hours**

5 hours per fortnight, worked on a Saturday. There will be additional hours available for holiday cover and extended opening hours.

**Pay and Contract**

£10.42 per hour. A 3-month probationary period will be required. 28 days Annual Leave entitlement (pro-rata to contract.)

**Benefits**

Complimentary tickets to selected shows

Priority booking for selected events at the Barn

Automatic enrolment into the company pension scheme