



PhotoGraphics

PORTRAIT PHOTOGRAPHY & ART GALLERY

Photographics

Portrait Photography and Art Gallery

www.kiawahislandphoto.com

Position:

Full-time Associate with advancement to ***Gallery Manager***

Responsibilities:

This position will be responsible for managing PhotoGraphics' extremely busy outdoor portrait photography business and popular art gallery. These duties include accurately processing sales orders, tracking the design/retouch/fulfillment of portrait orders, maintaining inventory, merchandising gallery displays, supervising interns, and interacting with customers enthusiastically in person, on the phone, and through email. The right entrepreneurial candidate will be promoted to a salaried position as Gallery Manager for PhotoGraphics after 4-6 weeks of working hard and impressing the owner with his/her skills of managing a successful small business.

Qualifications:

The right candidate must have strong established skills in:

- Customer service with enthusiastic written and oral communication
- Staying organized in a chaotic environment
- Accurately calculating financial/math transactions
- Using a cash register
- Creating and managing spreadsheets in MS Excel
- Graphic & Web design, marketing & social media
- Processing images in Adobe Photoshop and Lightroom

In addition, this candidate will have a passion to learn about professional portrait photography workflow as well as the design and sale of portrait products and fine-art. Professional photography experience is not required, but could develop as a skill base if interest and talent are present. To apply, you must have proven retail experience with solid references. If you are dependable and have mad-skills in Photoshop and MS-Excel (combined with a sense of humor) you will get an interview. The individual selected for this position will have impeccable references and will pass a background check. Candidates should be able to work a flexible schedule including early evenings, some weekends and a full-time+ schedule during the busy summer months.

Learning Objectives:

This is an excellent opportunity for an Arts Management, Photography, and/or business graduate, who has a good mindset for operating a small business. Classic retail/gallery experience will be gained as you interact with customers, sell products, track orders and sales, maintain inventory, and oversee the design and development of portrait print products.

Position Location: 458 Freshfields Drive, Kiawah Island, SC 29455
Freshfields Shopping Center.

To be considered for this position, please send a cover letter and resume to Michael Cyra at: kiawahislandphoto@yahoo.com. Phone: 843-768-3030