



PhotoGraphics

PORTRAIT PHOTOGRAPHY & ART GALLERY

Photographics

Portrait Photography and Art Gallery

www.kiawahislandphoto.com

Position:

PAID Summer Internship:

Part-time training in May. Full-time schedule in June/July/August.

Responsibilities:

Photographics is a portrait photography business that uses the "great outdoors" as its studio. We also operate a photography retail store and fine-art gallery. The Summer Intern will be responsible for scheduling portrait sessions and fulfilling portrait reprint orders. Other duties include, accurately processing transactions through the cash register, maintaining attractive store displays, opening/closing the gallery, and interacting with customers enthusiastically in person, on the phone and through email.

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 + use of a cash register
- Creating and managing spreadsheets in MS Excel
- Working with customers to create and fulfill custom orders

In addition, the Summer Intern will be eager to learn about professional portrait photography as well as the sale of print products and fine-art. 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, weekends and summer holidays as needed. The candidate **MUST** commit for the whole Summer and discuss the planned last day of employment in mid-to-late August.

Learning Objectives:

This is an excellent opportunity for an arts management, photography or art major who has a good mindset for business. Classic retail/gallery experience will be gained as you interact with customers, sell products, maintain inventory and learn opening and closing procedures of a retail store. An eager individual will learn the details of running a successful portrait business and art gallery including digital photography workflow and sales.

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