

League of NH Craftsmen Hooksett Fine Craft Gallery seeking an Assistant Manager

The Hooksett Fine Craft Gallery, located in the I-93 Northbound Rest Area in Hooksett, NH is seeking a motivated and creative individual with retail experience to serve as Assistant Manager. Candidates must be detail oriented, possess strong communication skills, a flair for retail merchandising, the ability to work independently, and a love of handcrafted items. Providing an excellent customer experience and showcasing the incredible work of our juried members is crucial. The Hooksett Gallery serves as an introduction to the League for many visitors to New Hampshire, so the Assistant Manager should feel comfortable promoting the League, its events, network of Fine Craft Galleries and its craftsmen to Gallery guests year-round. Knowledge of business social media is a bonus! Position is scheduled for 24 – 35 hours per week, with flexibility needed to cover other times as necessary. Salary commensurate with experience. Serious inquiries only please.

The Hooksett Gallery Assistant Manager will assist the Manager with all aspects of running the Gallery, to include:

- Manage the retail store and meet monthly sales goals
- Supervise sales personnel: hire, train, and coordinate schedules
- Develop strong working relationships with craftsmen
- Communicate with craftsmen to stock the gallery
- Restock, price merchandise, and establish a schedule of stock rotation
- Input all incoming and outgoing inventory into inventory management system
- Transport stock from HQ in Concord to the Hooksett Gallery
- Merchandise and oversee the gallery displays to optimize sales
- Monitor budget in conjunction with the Gallery Manager
- Manage daily deposits
- Complete year-end inventory, and settle inventories with Craftsmen
- Maintain a clean and professional gallery
- Order supplies for the gallery
- Other tasks as assigned

Contact is Denise Kirk, Hooksett Gallery Manager – dkirk@nhcrafts.org