

Hiring - 2 Permanent Part Time Positions - High School and College students welcome!

General Information:

- Work would be in the Wheaton/Naperville area.
- Some retail experience helpful
- Comfortable with computers, Microsoft Suite and social media important.

During Pop-Up gallery months:

- Help setting up the gallery which involves some lifting and light moving, ladders, product display and staging etc.
- Working behind the counter at the gallery during assigned hours - which includes some weekends (no exceptions).
- Maintaining gallery space which includes some cleaning and updating displays
- Breaking down the gallery and moving items back to our warehouse (professional movers will move large heavy items)
- No experience necessary on Point of Sale - will train.

Months with no Pop Up:

- Documenting estate collections which include photography & use of Microsoft Excel (will train)
  - Numbering, tagging and entering items into Point-of-Sale program
  - Photograph, edit, research and write description for ecommerce
  - Maintain social media presence with regular posts and follow-up
  - Processing and shipping ecommerce orders
  - During these months, hours can be flexible
- Training will be one on one with me.
- I need two assistants who are flexible, willing to learn, can work independently. •An interest in Native culture is not mandatory, it would really help!

Call me personally to discuss - salary based on experience. 630-269-8080

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