Creative Reuse Center - Inventory Associate

rePlay Arts is a creative reuse arts organization in the Upper Valley that provides access to affordable supplies, opportunities for creative exploration, and hands-on educational programs for makers of all ages. rePlay works to divert usable materials from the landfill and make them available to the community for artmaking.

rePlay is seeking a dependable, organized, and attentive Inventory Associate to work in our creative reuse shop, where people can donate used art and craft supplies, as well as shop for materials. This person must have excellent customer service and organizational skills. The position is hourly at $18/hour (and generous materials allowance). Schedule will be developed based on rePlay's needs and the hire's availability. Current shop hours are Tuesdays and Wednesdays 11am-6pm and Saturdays 10am-4pm.

Position will work closely with the Sales Associate and will report to the Co-Executive Directors.

rePlay Arts is an equal opportunity employer and encourages all qualified persons of any race, ethnicity, gender expression, orientation, ability, and age to apply. Creative reuse is for everyone, and we are committed to creating an equitable, accessible, and inclusive space where all are welcome.

Email Melanie Adsit, Co-Director at melanie@replayarts.org with your resume and cover letter to apply.

Responsibilities

- Staff the shop during public open hours
- Check, accept, and track donated materials
- Maintain organization of inventory and incoming donations
- Move overstock to offsite storage and track
- Restock shop with art materials
- Keep shop organized, tidy, clean, and beautiful
- Ensure the shop floor is fully and appropriately stocked
- Maintain the space: mop, vacuum, take out trash/recycling, fix things, etc.

- Foster a space for community and creativity
- Be an ambassador for rePlay Arts in the Upper Valley

Qualifications and Skills

- Desire to be in a culture of hard work, kindness, and equity
- Strong work ethic and willingness to learn
- Open and flexible attitude
- Strong organizational skills, attention to detail
- Knowledge of art materials and supplies
- Passion for the environment, creativity, and community engagement
- Ability to work in a team and independently
- Be reliable and punctual
- Willingness to learn about new items and procedures quickly
- Must be able to work some weekend hours

Additional skills (preferred but not required)

- Familiarity with and interest in art and craft techniques
- Familiarity and interest in the Upper Valley art scene, art history, contemporary art, the DIY movement, upcycling, craft traditions, and creative reuse a plus
- An eye for display and spatial arrangement

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of the job, the employee is occasionally required to:

- Sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or continuous basis.

- Grasp, push, pull objects such as files, merchandise carts, rolling racks, fixtures, furniture dollies, platform trucks and carts, hand trucks and miscellaneous carts.
- Lift up to 50 lbs.
- Perform various repetitive-motion tasks.
- Climb a ladder on occasion.