



Creative Reuse Center- Sales 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 friendly, dependable, attentive Sales 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 Inventory 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.

To apply, email Melanie Adsit, Co-Director at melanie@replayarts.org with your resume and short description of your interest in the position.

Responsibilities

- Staff the shop during public open hours
- Provide friendly, excellent customer service while greeting customers, operating the register, helping them find art materials, and answering questions
- Communicate rePlay's mission and pay-what-you-can pricing structure to customers
- Communicate information and tasks to onsite volunteers
- Check, accept, and track donated materials
- Maintain organization of inventory
- Help families who drop in to make art find appropriate tools and materials
- Keep shop organized, clean, and beautiful
- Perform opening and closing tasks: tidy up after shift, take out trash/recycling, lock up, shovel snow as needed, etc.

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- Brainstorm with fellow staff members regarding the overall vision of the shop
- 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
- Passion for the environment, creativity, and community engagement
- 18+ years of age
- Good interpersonal skills
- Ability to work in a team and independently with minimum supervision
- Be reliable, self-directed, and pro-active
- Willingness to learn about new items and procedures quickly
- Ability to help customers evaluate items and make pricing decisions within generalized framework
- Ability to see what needs to be done, and do it (Trash is full? Empty it; Items dropped on floor? Pick up and put away, etc.)
- Money handling, mental math, and general math skills
- Must be able to work some weekend hours

Additional skills (preferred but not required)

- Prior retail experience
- Knowledge of art supplies or second-hand items
- Familiarity with and interest in fine art and craft materials, tools, and 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 design, display, and pleasing spatial arrangement
- Multi-tasking abilities

Physical Demands and Work Environment:

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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.

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