

Art Leaders Gallery & Custom Framing

Seeking a Full-Time Custom Picture Framer

Preferences:

- Good customer service skills
- Experience with handling museum-grade, high ticket artwork
- Experience with specialty framing (shadow boxing, cross-stitch stretching, etc.)
- Competent knowledge in basic custom picture framing (manual mat cutting, canvas stretching, glass handling, etc.)
- Good eye for design

Requirements:

- At least 2+ years Custom Picture Framing experience
- A high level of attention to detail
- Some computer skills such as custom picture framing software, Microsoft Word, and E-mail
- Excellent customer service skills with the desire to maintain and build an ongoing and referral client base
- A polished image and outgoing personality. Must be able to work independently or as a team player that can work well with others.
- An individual who is customer-driven, goal oriented, highly motivated and the ability to communicate and influence effectively
- A high level of ownership and accountability
- The ability to work on your feet in a fast-paced environment for extended periods of time.
- The ability to lift at least 50 pounds, to bend and climb ladders to merchandise and hang artwork when needed.

Position Roles:

- Complete client and gallery orders in a timely manner with precise attention to detail
- Maintain an organized workspace and sales counter.
- Maintain frame display wall and mat-board samples.
- Assist with delivery and installation of artwork in clients' homes
- Unpack incoming merchandise and pack items for shipping.
- Help with maintaining the appearance of the gallery, consisting of organizing, displaying home accessories, hanging artwork, and cleaning & dusting.
- Participation in all gallery events, artist's receptions, charity events, etc.

- Participation in mandatory staff meetings and on-going sales training to learn about latest advances in sales and framing.
- Help load client's vehicles with purchases to prevent damages.
- Wrap artwork purchased throughout the day.

Client Comes First! Assist your co-workers on the sales floor, wrapping orders, and keeping up the gallery appearance if you are not currently with a client or working on a project. Working together as a team will be to your benefit and make this a healthy working environment.

Benefits:

- Salary based on experience
- 40 hours per week
- 401K
- Year-End Bonus
- Paid Personal/Vacation Days (10 personal/sick days)
- Employee Discount
- Sales Training and Product Education

Who We Are:

Art Leaders Gallery was established in 1992 and is one of Michigan's leading fine art galleries. We have earned a reputation of providing high quality artwork by international, national, and emerging artist for homes and offices. The gallery also offers an in-home or office artwork consultation service and a full-service custom picture framing department.

Art Leaders Gallery & Custom Framing

33086 Northwestern Hwy. West Bloomfield, MI 48322 | 248-539-0262
info@artleaders.com | www.artleaders.com | Open Monday – Saturday 10a – 6p