



NORTHERN CLAY CENTER
Updated May 2026

Title: **Weekend Sales Gallery Assistant**
Reports to: Sales Gallery & Special Events Manager
Hours: 8-hours per week on average
Work location: In-person at NCC
Job share: Works closely with the Sales Gallery & Special Events Manager, Sales Gallery & Volunteer Coordinator, and Galleries Coordinator

The Sales Gallery Assistant is a part-time, non-exempt, hourly position that provides retail and administrative support in Northern Clay Center's Sales Gallery. This role also serves as a receptionist for the Center by responding to questions about NCC programs and supporting gallery staff under the direction of the Sales Gallery & Special Events Manager. The ideal candidate will be organized, proactive, detail-oriented, and comfortable working independently while communicating clearly with the larger team about completed tasks, ongoing projects, and important weekend updates. Northern Clay Center values building a collaborative and supportive community for both artists and staff, and this position is ideal for someone excited to become part of NCC's creative environment and engage with artists, students, and visitors.

This position requires the employee to be available to work on an occasionally flexible schedule. The average schedule for this position will be 11 am to 3 pm Saturdays and Sundays.

The starting hourly wage for this position is \$18.25 per hour and includes the following benefits: one free class or workshop each quarter, paid holidays when they fall on a regularly scheduled workday, earned safe & sick time (SST), and a 20% discount on most Sales Gallery ceramics.

Northern Clay Center is an equal opportunity employer.

ABOUT THIS ROLE AND WORKING AT NORTHERN CLAY CENTER

The Sales Gallery Assistant is an essential member of the Gallery team, supporting both the success of the program and the experience of visitors to NCC. This is a support-focused position ideal for someone who is detail-oriented, observant, and eager to contribute to a collaborative team. The Sales Gallery Assistant will work closely with colleagues to create a welcoming and inclusive environment. They support the Gallery Team with customer service and sales support, inventory management, and artist communications. While day-to-day tasks will be outlined by the Gallery Team, the ideal candidate will be a self-starter who takes initiative, follows tasks through to completion, and communicates proactively about progress, challenges, or unfinished work. Because this position primarily works weekends with limited overlap with management staff, strong written communication and the ability to work independently are essential.

As a part-time team member who primarily works weekends, the Assistant will rely on clear communication with weekday staff through email updates, task notes, and recap communication. The ideal candidate is organized, dependable, and comfortable documenting completed work, unfinished tasks, inventory updates, and important visitor or gallery information for the larger team.

While many tasks are consistent week-to-week, priorities shift seasonally and in response to the program calendar. Flexibility is key—this role may be asked to occasionally fill in for absent gallery staff. The right candidate will enjoy stepping in to help the team during busy times, special events, or scheduling gaps. As NCC is a relatively small nonprofit organization, many staff members work across programs and assist other team members in accomplishing their work.

NCC is deeply committed to creating and sustaining a welcoming, safe, and antiracist community for all who enter our building. We are dedicated to advancing Diversity, Equity, Inclusion, and

Accessibility through ongoing reflection, learning, and dialogue, and continually work to examine and improve both our programs and practices.

We are looking for an applicant who:

- Has at least two years of demonstrated successful experience and skills in retail or customer service environment, experience with Shopify POS is a strong asset;
- Possesses excellent oral and written communication skills, and comfort responding to, and working with, a variety of individuals with diverse backgrounds, abilities, and interests;
- Demonstrates strong follow-through and is able to independently carry projects and tasks through to completion;
- Is a self-starter who can anticipate needs, prioritize tasks, and take initiative without constant supervision;
- Possesses exceptional attention to detail, particularly in inventory management, record keeping, and task follow-up;
- Communicates clearly and consistently with team members through written updates, especially regarding unfinished tasks, inventory issues, customer concerns, or important weekend activity;
- Is proficient on a Mac platform and has a working knowledge of Word, Excel, Google Suite, web-based applications, and experience with or willingness to learn Adobe Photoshop;
- Is able to lift and move up to 50 pounds;
- Background in ceramics or proficient knowledge of the medium and artists are a plus.

RESPONSIBILITIES

Customer service duties at front desk of Northern Clay Center

- Greet the public, orient them to NCC, direct them to the correct program staff for further information;
- Answer telephones and email inquiries;
- Register students, sign up members, and process transactions;
- Stock/maintain NCC publications and marketing materials.

Gallery duties

- Serve as sales clerk and provide customer assistance to Sales Gallery visitors in person, via email, and by telephone;
- Maintain timely communication with artists;
- Process and maintain accurate inventory records and data entry with careful attention to detail;
Communicate weekend updates, unresolved tasks, inventory discrepancies, and important gallery activity to staff through email and written notes;
- Rearrange gallery displays in response to changes in inventory;
- Maintain the physical gallery through cleaning and supply organization;
- Process, pack, and ship online orders.

Special Event & Exhibitions support

- Be available to work additional shifts to support NCC as they participate in the National Council on Education for the Ceramic Arts conference (late March), McKnight Summer Open House (mid July), the *American Pottery Festival* weekend (early September), and Winter Open House (mid November), along with additional special events as necessary;
- Engage with visitors about current and upcoming exhibitions and assist with related sales.

Other tasks as assigned

APPLICATION PROCESS

Applications are due by Sunday, May 31 at 11:59 pm CT.



To apply, please submit a summary of your relevant experience, along with a short statement describing your interest in the position and Northern Clay Center. A formal resume is not required, though applicants are welcome to include one if they wish.

Send materials to Rachel Nusbaum, Sales Gallery & Special Events Manager at rachelnusbaum@northernclaycenter.org

Desired start date: Week of June 15