



Summer Art Fair Merchandise Manager

Reports To: Event Operations Manager

Category: Part time, Temporary, Non-exempt

About The Guild: [The Guild of Artists & Artisans](#) (The Guild) is a non-profit, membership association of independent artists founded in 1973 in Ann Arbor, Michigan. Its mission is to promote community awareness, understanding and appreciation of the visual arts and to maintain a support network for artists, which provides educational, mentoring and marketing opportunities. It furthers this mission by: producing six fine art fairs annually, managing The [Gutman Gallery](#), and working with young artists in The Guild's [Emerging Artist Program](#)

Job Description: Manages retail booth at the Ann Arbor Summer Art Fair selling a small consumer product. Manager will be responsible for overseeing sales, money-handling, and supervising temporary staff working in the booth.

Duties:

- Assists with the management of merchandise staff
- Maintains merchandise booths
- Resolves conflicts as appropriate
- Represents the Guild in a professional manner
- Assists with other event-related duties as assigned

Desired Qualifications:

- Excellent communication skills
- Must have great customer service skills
- Ability to interact effectively with staff and public
- Organizational skills and attention to detail with a proven ability to manage multiple tasks and priorities
- Able to work well in a face paced environment
- Able to resolve conflicts in a calm and professional manner
- Responsible, punctual, and dependable

Compensation: \$17 an hour

Special Requirements:

- Able to work long hours outside, maneuver through crowds, in all weather conditions- including heat, humidity, rain or other inclement conditions
- Able to lift 50 pounds

Eligibility: Interested individuals over the age of 18 are eligible for internships. The Guild provides equal opportunity to its applicants.

Full list of 2024 fairs: Garage Sale Art Fair (February 24), Art Birmingham (May 11-12), NINE Design + Homes Festival of the Arts (June 22), Ann Arbor Summer Art Fair (July 18-20), Perrysburg Hearts the Arts (August 16-18), Brighton Street Art Fair (August 23-25), Common Grounds' Birmingham Street Art Fair (September 28-29), A2 Artoberfest (October 12-13), and Royal Oak Market: Art Fair Edition (November 21-22).

Apply: Please submit your resume and cover letter in PDF format to the Event Operations Manager, Abby Woods by emailing abby@theguild.org