

# GARRARD COUNTY ARTS COUNCIL

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GARRARDARTS.ORG



## Wherritt House Gift Shop Volunteer Information

Staff members at Garrard County Arts Council Wherritt House Gift Shop are expected to work scheduled days. Current hours are 10 am till 5 pm Tuesday through Friday and Saturdays 10 am till 2 pm. Duties include sales assistance, record keeping, merchandising, working with vendors and maintaining the gift shop in a neat and appealing manner.

You will also be an ambassador for Garrard Arts. Those duties include giving tours of the Arts Center and answering questions related to exhibits, classes, and memberships. Most days the Art Center Director will be on site to assist you with this part of your job.

As a volunteer and member of Garrard County Arts Council, you may sell your artwork in Wherritt House Gift Shop. All items must be reviewed and approved by the Mentoring Committee. We strive not to duplicate items already on sale by other vendors. Regular commission is 30% on sales. Based on the number of hours you volunteer you can receive a reduced rate on commission.

- Work 16 hours per month, commission is reduced to 25%.
- Work 30 hours per month, commission is reduced to 20%.
- Work 40 hours per month including one Saturday, commission is reduced to 15%.
- Wherritt House Gift Shop manager commission is reduced to 15%.

Duties include but are not limited to:

- Assisting customers in the shop and Garrard Arts Center.
- Preparing daily cash reconciliation reports.
- Vacuuming, dusting, emptying trash.
- Restocking bags and supplies.
- Washing windows weekly,
- Communicating with vendors and placing items in the shop.
- Assist in marketing.
- Other duties as assigned.

Volunteer Signature\_\_\_\_\_Date\_\_\_\_\_

Phone number\_\_\_\_\_