

ACAF / MEETINGHOUSE ARTS GALLERY

Gallery Procedures and Responsibilities

For all MhA Gallery Volunteers

The following is a general guide for Volunteers in the Meetinghouse Arts Gallery. This gives an idea of the responsibilities and procedures. Prior to working in the gallery, you will need a brief training session that will be offered by a Meetinghouse Arts representative.

Responsibilities include:

Open Gallery

1. Unlock door. Turn on lights (overhead and any artwork display lights).
2. Take iPad and cash box out of cabinet. Plug in iPad and log in. (log in information will be provided).
3. Turn on music. iPad is loaded with Spotify to stream to a Bluetooth speaker.

Assist and welcome visitors.

1. Welcome and greet visitors as they enter.
2. Offer information about ACAF and Meetinghouse Arts, membership opportunities, upcoming events etc.
3. Answer questions about individual Artist and their work (a binder with all MhA Artist's bio's will be on site).

Cash out customers and record sales.

1. Record the sale in the "Artist Sales Record" sheet. This is how we keep track of Artist's sales for payment to the Artist.
2. Enter the sale in the iPad. We use a Square reader point of sale. This is done for all methods of payments.
3. Wrap or package the items. There will be bubble wrap, paper, bags etc.
4. Highlight the item(s) sold on the individual artist's inventory list.

Close out at the end of the day.

1. Place all checks and cash from that day's sales in the bank bag. \$150.00 will always remain in cash box.
2. Contact artists who have had sales. Contact info for all participating artists will be at the front counter. A simple text is all that is required.
3. Place iPad and cash box in the cabinet under the counter.
4. Turn off lights, lock door.

General.

1. Vacuum, straighten and tidy up as needed.
2. List any supplies that run low or are depleted.