



Painting Pottery Studio | "54th and the Monon Shops"

1134 E. 54th St., Studio G | Indianapolis, IN 46220

(317) 202-9200 | www.ceramicdreams.net

Ceramic Dreams, Inc. Part-time Customer Service/Retail Sales Rep

Job Description

- Customer Service including helping customers who visit Ceramic Dreams Studio & Gift Gallery, and answering phones.
- Setting up and assisting guests during parties, large group visits, and individual walk-ins.
- Retail Sales in studio and gift shop including running cash register and credit card machine.
- Clean-up in studio, gift shop and restroom – including sweeping; mopping; dusting; cleaning windows; and wiping down tables, chairs, shelves and sinks.
- Washing brushes, dishes and tools used by customers.
- Unpacking inventory and stocking shelves in both the studio and gift shop.
- Promoting and taking reservations for groups, workshops and parties.
- Opening and Closing Studio and Gift Gallery.

Requirements

Primary responsibilities include taking care of customers, selling items in gift shop, and representing Ceramic Dreams with a positive attitude; therefore, this person must enjoy working with people of all ages.

This individual is not required to glaze pottery, load kilns, or operate kilns. After proper training, this person will un-load kilns and ready items for customer pick-up. Therefore, this person must feel comfortable handling fragile items.

Familiarity with painting pottery is preferred; however, willingness to learn is acceptable.

Ceramic Dreams is a growing and developing company; therefore, this person must be willing to learn new things and adapt to the changing environment and industry.

This individual will be trained to open and close the business. Upon completion of training, this person will operate the studio and gift shop without in-person supervision; therefore, applicants must be 18 years or older.

Wage & Benefits discussed in interview.