



### *Chatku Arts Center Summer Assistant*

Department: Čatkú Arts Center  
Supervisor: Howaste Program Manager  
Status: Temporary  
Classification: Non-Exempt  
Job Status: Full-time

#### *Maĥpíya Lúta Mission*

Maĥpíya Lúta embraces Lakĥota and Jesuit Catholic values and teachings to grow as a community through education, spiritual formation, Lakĥota language, art, and culture

#### *Čatkú Arts Center Mission*

Čatkú Arts Center interprets, honors, and celebrates the continuum of contemporary artistic expressions of indigenous people with an emphasis on supporting the Oglala Lakota community through economic opportunities for artists and educational programming for all.

#### Position Summary:

The Howaste Program Gift Shop Assistants are the first point of contact of Čatkú Arts Center for many people. It is important that the Gift Shop Assistants have excellent interpersonal skills, are highly organized, and take initiative in performing daily tasks. The Gift Shop Summer Assistants are under the supervision and direction of the Howaste Program Manager. The Gift Shop Summer Assistants perform clerical and customer service duties in the daily operations and organization of Čatkú Arts Center. Responsibilities include providing excellent customer service across all platforms, maintaining the gift shop's appearance, organizing inventory, and processing phone and web orders. The Interns are responsible for providing excellent customer service in a dynamic, fast-paced environment. **It should be noted that the Gift Shop Summer Assistants may be required to work Saturdays during their period of hire, from June through mid-August.**

#### **Primary Responsibilities:**

- Provide excellent customer service
- Present merchandise and assist customers
- Execute point of sale transactions
- Gift wrap and bag customer purchases
- Do light stock work, including ticketing of merchandise, display maintenance, and replenishing stock



- Provide telephone and online customer and artist support
- Help fulfill orders
- Help with special events as needed
- Assist in the collection and reporting of pertinent data
- Support social media activity for Čatkú Arts Center's Facebook and Instagram
- Create social media content suitable for The Heritage Center's social media platforms, according to the established social media content calendar, and ensure that every piece of content is relevant and aligns with our brand voice
- Other duties as assigned by the Howaste Program Manager

**Position Specifications:**

- High School Diploma or equivalent
- Sales or related customer service experience preferred
- Excellent interpersonal skills
- Computer skills (Microsoft Office, digital photography, working knowledge of Photoshop, etc.) preferred
- Knowledge of Lakota art and culture preferred
- Ability to work in a fast-paced environment

**Physical Requirements:** Ability to sit at a desk and use a personal computer, telephone or other desktop office equipment—30% of work time, standing and bending at the waist and lifting less than 5 lbs.—65% of work time, bending at the waist and lifting 5-15 lbs. 5% of work time.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_