



**Bloomington Fine Art Supply**  
207 S. Rogers Street  
Bloomington, IN 47404  
812-369-4013 • [bfa.supply@gmail.com](mailto:bfa.supply@gmail.com)

Position Title

## **Studio & Shop Associate**

[bfasupply.com](http://bfasupply.com)

### **Organization**

Bloomington Fine Art Supply

207 S. Rogers Street  
Bloomington, IN 47401

### **Direct Supervisor Name / Title**

Heather Farmer, Owner & Founder

[bfa.supply@gmail.com](mailto:bfa.supply@gmail.com)

shop# ☎ 812-369-4013

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### **Position Overview**

Bloomington Fine Art Supply is looking for a creative, customer-focused Studio & Shop Associate to join our team! This part-time role is ideal for someone who loves art materials, enjoys connecting with the local arts community, and thrives in a hands-on retail and studio environment.

We are seeking candidates available to start in March and continue through the summer.

### **About the Role**

As a Studio & Shop Associate, you'll play an essential role in creating a welcoming and inspiring space for artists of all backgrounds. Whether you're recommending products, assisting with in-shop programming, or helping maintain our Creative Commons workspace, you'll be part of a team that nurtures creativity and connection.

Bloomington Fine Art Supply welcomes, celebrates, and respects the diverse identities of our community and is committed to inclusive, meaningful engagement. Whether introducing newcomers to art through workshops or helping experienced creatives find the right tools for their next undertaking, we're here to encourage and equip curiosity.

### **Key Responsibilities**

#### **Customer Experience**

- Foster a welcoming, inclusive environment for all customers.
- Assist shoppers with product recommendations, answer questions, and provide helpful guidance.
- Share information about upcoming events, workshops, and gallery exhibitions.

### **Retail Floor Operations**

- Provide knowledgeable support on art tools and materials, including answering phone inquiries
- Process transactions at the register and assist with basic administrative tasks
- Maintain a clean, organized, and inviting retail floor and Creative Commons workspace
- Unpack, restock, organize, label, and merchandise inventory as needed

### **Event Management**

- Help prepare for workshops, including assembling supply kits and setting up the space
- Assist with guest check-in and post-event data organization
- Provide logistical support to instructors during workshops as needed

### **Art Gallery Programming**

- Assist with artist load-in and load-out as needed
- Maintain the cleanliness and aesthetic appeal of the gallery space
- Engage visitors with information about current exhibitions and featured artists
- Help track gallery sales to ensure accurate artist payouts each month

## **Qualifications**

- Required
  - Experience with (or strong familiarity with) art materials and creative processes
  - Approachable, and comfortable engaging with customers in a friendly but professional manner
  - Able to work independently in a dynamic retail + studio environment
  - Reliable and punctual
- Preferred
  - Experience supporting or managing events
  - Background in sales or customer service roles
  - Familiarity with Bloomington's local arts community
- General
  - Able to lift up to 50 lbs
  - Comfortable multitasking and staying organized in a lively environment

## **Schedule and Pay**

This is a part-time position, averaging 15-20 hours per week. Generally, shifts will occur on weekday afternoons + early evenings, with daytime hours on the weekend.

We believe in fair pay and pay transparency, so we're happy to share that the starting rate for this role is at least \$12 per hour. Final compensation will be determined based on your experience and discussed in detail at the time of offer.