

**Metric Forrest Studio**

330 State Street  
Madison, WI 53703  
(608)255-9080

**Sales Associate**

Metric Forrest Studio - is an independent boutique located on State Street in Madison, Wi, seeking self-motivated, friendly, part-time sales associates to join our team. We're looking for people that are available to work weekends and some weekdays for special events for 12 to 15 hours a week.

Metric Forrest Studio is a brand new shopping destination that provides all handcrafted jewelry and gifts. We are a creative business that designs and makes over a hundred styles of earring, necklaces and bracelets, along with thirty other handmade products. We also sell a large variety of other handcrafted items from artists all over the USA.

**Responsibilities Include**

- Welcoming customers and creating a memorable experience for them.
- Helping customers with purchasing recommendations and engaging in conversations about our products.
- Being very knowledgeable about our products, vendors and store systems/procedures.
- Processing sales through our point of sale system, ensuring transactions are processed efficiently and accurately.
- Making sure the store stays clean and organized, and products are restocked.

**Position requirements**

- Strong communication skills, ability to be helpful, anticipate needs with excellent sales skills.
- Being professional, respectful and having integrity while representing the store.
- Be able to work in a team environment or independently.
- Ability to multitask, good at time management, and be adaptable to any changes in the store
- Work at least 15-20 hours a week, including weekends and holidays. Flexible schedule and willing to commit to 6 months employment.
- Previous experience in retail or customer service industry preferred and ability to stand on feet for long periods of time.
- Must be available during special events, including Maxwell Street Days weekend (always the third weekend in July, Thursday - Sunday) Madison Night Markets once a month.
- Strong interest in arts and crafts is a plus.

**Benefits**

- Employee discount on products
- Opportunity for performance-based raises and/or bonuses

Submit cover letter and resume to [info@metricforreststudio.com](mailto:info@metricforreststudio.com)