



Shop Assistant & Digital Image Wiz

Who we are:

Established in 1977, the same year that Luke met Leia, Alan's Saint Helena started providing stellar customer service to the Saint Helena community. Over 40 years later we are still offering custom picture framing, product photography, graphic design, and photography services including film development, printing, scanning, restoration and enlargements. Alan's carries photo frames, photo albums, memory cards, camera batteries, and 35mm film (yes, we really do!).

What you'll do:

The Shop Assistant is responsible for providing an experience over and beyond what a customer might expect in a retail photography store. Vague, I know, but it's true.

Day-to-day activities:

- greet customers upon entering the store
- smile and mean it
- answer phones, answer questions about what Alan's offers, take messages, transfer calls
- recommend and help customers select photo frames and merchandise
- assist customers with instant kiosk printing
- capture, process and print Passport Photos according to rigid specifications
- general housekeeping and keeping up appearance of store
- check in, price, and put out new products received
- assist with inventory
- assist with merchandising store for various holidays/sales

If you possess these skills, you'll move to the top of the list:

- working knowledge of Photoshop
- working knowledge of Illustrator
- understanding of image/negative/slide scanning
- experience with social media marketing
- an artistic eye and flare for "putting things together"
- an outgoing spirit that isn't afraid to up-sell
- strong eye and attention to details

This position is part-time, 1 to 2 days a week, 9:15am - 5:45pm. When the holiday season rolls around, days will increase based on customer orders. Pay is DOE (\$14-\$18)

Email your cover letter and resume to: angie@alanssainthelena.com or drop it off at 1310 Oak Avenue, St. Helena. Please, no phone calls.