



Fine Art Textiles
Painting Supports, Furnishing Fabrics

Russell & Chapple Job Description March 2018

Sales Assistant / Stretched Canvas Manufacturer – Full time

Position: Full-time mix of retail and production work starting April 2018

This position would suit someone with experience and interest in the use and selling of artists' materials, with particular emphasis on painting surfaces, who seeks full-time work.

Locations

Store Street, WC1 and Tottenham, N17

Company Profile

Russell & Chapple (Brodie & Middleton Ltd t/a) has traded in West London for many years and its reputation now is as an artists' canvas specialist. The product range is wide and our main customers are artists, theatres, colleges, digital printers, and designers. The company offers a wide variety of products aimed at the creative professional. From the same site, the company also trades as Store Street Framing.

The Store Street site operates as both a retail and administrative centre. Dispatch is mostly through our warehouses situated in Tottenham. A team of 25 people work in the business.

Job Profile / Duties

We are seeking staff to work both in a retail capacity, framing department and also as part of the manufacturing and dispatch operation in N17.

We provide a very high level of service to our customers and, as they are the first point of contact, our retail staff play a vital role. They have to be knowledgeable about our huge range of products and capable of fielding all sorts of enquiries. The specialist knowledge of trained fine art painters is relevant and an understanding of other aspects of textiles is equally valued. The job will principally involve processing sales orders through the till and on the computer, dealing with customer enquiries (both in the shop, via telephone and e-mail), ordering stock from suppliers and the warehouse, mount-cutting for framing, stretching canvases and taking in deliveries.

At the warehouse the work will involve taking in deliveries, packing orders and stretching canvases. The work is physically demanding. Although we have manual handling equipment it often involves heavy lifting.

The chosen candidate will be expected to work successfully in both environments and to be a point of liaison between the two sites. Living in striking distance of both sites is essential. They will also be expected to become competent in using the computer system to access customer information and process orders. Retail experience in this area will be valued.



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Candidate's Profile

The role requires a self-motivated individual with high personal standards who will be able to use their initiative to perform a wide range of duties. The skills we require include:

- Ability to work closely with a small team of people
- A knowledge of artists' materials and techniques
- Personable and enthusiastic manner
- The ability to make things competently
- Retail and/or Framing experience
- Some IT skills
- Numerate, thorough and able to handle detail
- Ability to work both in WC1 and N17

Salary

£17,000 per annum.

Holiday entitlement is 20 days, plus public holidays.

There are opportunities to assume greater responsibilities for a larger salary over time.

Closing date for applications: 6th April 2018