



JOB OPENING

Position Title	Sales & Operations Assistant
Reports to	Retail Manager
Status	Full-time, non-exempt

POSITION SUMMARY

Aperture seeks a Sales & Operations Assistant to support our book and print sales programs through coordination of retail operations, customer engagement, and administrative systems across the organization.

ABOUT APERTURE

Aperture is a nonprofit publisher that leads conversations around photography worldwide. From its base in New York, Aperture connects global audiences and supports artists through its acclaimed quarterly magazine, books, exhibitions, digital platforms, public programs, limited-edition prints, and awards. Established in 1952 to advance “creative thinking, significantly expressed in words and photographs,” Aperture champions photography’s vital role in nurturing curiosity and encouraging a more just, tolerant society.

POSITION OVERVIEW

The Sales & Operations Assistant facilitates public engagement with Aperture’s book and print programs, both directly and through their supporting structures and systems. Encompassing a range of responsibilities from customer service and archiving to print cataloguing and administrative support, the position works closely with the Retail Manager, Director of Sales & Outreach, and Director of Book Sales & Operations to offer positive sales experiences for individual and wholesale customers. This role requires exceptional attention to detail and follow-through, coordinating with colleagues across the organization to implement sales strategies in service of Aperture’s mission as well as the smooth administration of Aperture’s office and retail functions.

Must be available to work every other Wednesday evening and one day each weekend, in coordination with Retail Manager.

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KEY RESPONSIBILITIES

- Bookstore and gallery-related
 - Creates a friendly, welcoming atmosphere for all who visit the space
 - Shares responsibility for the retail space during public hours with the Retail Manager and additional part-time retail staff
 - Ensures responsible tracking and handling of prints on site
 - Supports 2-4 on site book signings and/or artist talks each month, coordinating with editorial, education, development, and digital teams
 - Ships retail orders for on-site inventory
- Sales and administrative support for Director of Book Sales and Operations
 - Invoices and processes direct orders; handles collections
 - Provides distribution support
 - Handles customer service, with support from Retail Manager
 - Fields sales inquiries for galleries and regular direct customers
 - Generates reports to assess effectiveness of and improve sales strategies
 - Additional tasks reasonably related to those described above
- Sales and administrative support for Director of Sales and Outreach
 - Maintains database of prints and limited editions
 - Invoices and processes direct orders
 - Coordinates framing (when necessary) and shipping
 - Generates reports to assess effectiveness of and improve sales strategies
 - Additional tasks reasonably related to those described above
- Archives, book/art fair, and exhibition-related
 - Encourages and implements archival best practices across the organization for both digital and physical files
 - Works to identify assets and collections for potential sale, and to responsibly administer those transactions
 - Supports Director of Exhibitions Management with the registration of traveling exhibitions
 - Supports Retail Manager, coordinating shipping, returns, and re-integration of unsold inventory for up to six book or art fairs (local, domestic, and international) each year
 - Staffs local book/art fairs, as needed

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REQUIRED QUALIFICATIONS

- 2–3 years of relevant experience in retail, sales support, administrative coordination, or a related field
- Exceptional attention to detail and strong follow-through
- Highly organized, with the ability to manage multiple priorities and deadlines
- Strong written and verbal communication skills
- Customer service–oriented, with a professional and welcoming demeanor
- Familiarity with Microsoft Office (especially Excel) and/or Google Workspace
- Comfort working with databases, inventory systems, or CRM tools
- Ability to work both independently and collaboratively across departments
- Availability to work every other Wednesday evening and one weekend day

ADDITIONAL QUALIFICATIONS (a plus)

- Experience in a bookstore, gallery, museum, or arts-related organization
- Familiarity with inventory management, order processing, or fulfillment workflows
- Experience with retail / e-commerce platforms, e.g., Shopify
- Interest in photography, publishing, or the visual arts
- Experience supporting public-facing activations, such as events, fairs, or public programs

At Aperture, we value all types of experience. A successful candidate has many of the qualifications listed, and the desire and capacity to learn the rest on the job. If much, but not all, of a posting describes you, then we welcome your application.

TO APPLY

Using the link below, please send a resume and thoughtful cover letter in one PDF attachment and describe how your skills and experience meet the qualifications.

[Sales & Operations Assistant Job Application](#)

Applications are due by **April 27, 2026**. NO CALLS, PLEASE. Only applicants who meet our requirements for this position will be contacted. If you have any questions, please contact HR@Aperture.org.

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COMPENSATION AND BENEFITS

Aperture will be offering a salary of \$47,000– \$50,000, depending on experience, along with excellent medical, dental, life, disability, and retirement plan coverage. Our staff also has generous vacation, sick leave, and personal days, access to a variety of cultural institutions, and a creative, professional, and collegial work environment.

Aperture seeks to build a diverse and inclusive workforce and welcomes all applications, regardless of gender, race, sexual orientation, cultural background, disability, age, or religion. Diversity, equity, and inclusion are at the heart of our strategic thinking, and reflected in the selection of artists and writers that we publish, the engagement programs we present, and our ongoing work to diversify our staff and board.