



**VÄVSTUGA WEAVING SCHOOL    80 BASSETT ROAD    SHELBURNE, MA 01370**  
**413-625-8241    email: [office@vavstuga.com](mailto:office@vavstuga.com)    [www.vavstuga.com](http://www.vavstuga.com)**

### **BUSINESS MANAGER**

We're looking for someone to join our small, but dynamic staff to manage our office. We offer numerous weaving classes and sell weaving equipment and supplies and books in our store, all in our beautiful rural location. Hours for this position are flexible, 28-40 hours per week. We'd like someone with business and organizational skills, who is self-motivated, and who has an interest in and/or experience with weaving. Being able to multi-task and deal with customers/students is essential. Knowledge of word processing, Excel, and QuickBooks is desirable. To contact us for more information and/or to arrange an interview: send us an email at [office@vavstuga.com](mailto:office@vavstuga.com). Please tell us why you are interested and include a resume.