



## Merchandising Store Manager

**Application Period:** Applications will be accepted through May 15th or until positions are filled.

**Employment Type:** Contract/Seasonal

**Work Location:** National Tour

**Reports To:** Marketing & Creative Services Coordinator/Director of Business Operations

The Merchandising Store Manager is responsible for leading all efforts for sales and operations of the Spirit Store for Spirit of Atlanta's Summer Tour. This is a hands-on position for in a retail sales environment while also serving as a primary customer service representative of the organization. This position requires an energetic, highly-motivated, outgoing person who loves meeting people and exceeding their expectations for service. We focus on creating an engaging customer experience, while meeting or exceeding targeted sales goals for the season.

### Responsibilities

Works in concert with the Media & Marketing and Business Operations teams under the guidance of the Executive Director. In this role you will:

- Work independently and in team environment to accomplish assigned tasks and projects
- Lead efforts in creating stylish, compelling, and effective displays for merchandise sales
- Oversee proper set up and breakdown of merchandise store at all assigned venues. Take ownership of fixtures and equipment to ensure they remain in good repair.
- Ensure all standard operating procedures are strictly followed including cash handling, inventory management, and loss prevention procedures.
- Have final responsibility for inventory management of all items
- Manage an assistant, and occasional supporting employees and volunteers
- Ensure all guests receive a first-class shopping experience; resolving immediate guest concerns, investigating and providing recommendations to correct recurring guest service issues, responding to inventory and guest needs
- Manage promotions and price changes. Coordinate sales and discount initiatives in person and online.
- Create and distribute timely reports of sales, inventory, and projections for internal stakeholders
- Manage simultaneous project tasks and deadlines

## Requirements

- Experience in retail sales, tour sales, hospitality, or management
- Strong interest in merchandising, sales, and merchandise marketing
- Must be highly organized, detail oriented, punctual, and flexible
- Able to prioritize and manage multiple tasks under tight deadlines
- Open to feedback, with strong desire to develop professional skills
- Effective interpersonal communication skills
- Accountable for reporting to management
- Proficiency with internet, social media, email, and Google Sheets. Knowledge of Square Register or other POS systems a plus
- Must be able to lift 40 lbs or more. Responsible for loading, setting up, and restocking merchandise and displays throughout the summer
- Must be able to tour with the organization for a significant amount of time.

## Preferred Qualifications

Proficiency with Google Suite, Gmail, Dropbox, and Microsoft Office Suite

Experience maintaining professional composure under stress

Retail and supervisory experience strongly preferred

## Location and Schedule

Schedule will be structured around the spring training schedule as well as the summer tour schedule. Extensive travel with Spirit of Atlanta will be required.

## Compensation

This is an a paid position with a fixed rate for each day worked. In addition, the corps will provide tour transportation, sleeping facilities, and meals during Spring Training and Tour. Potential for sales bonus under certain circumstances.

## Application Process

To apply please submit an application at [www.spiritofatlanta.org/employment](http://www.spiritofatlanta.org/employment)

## Employment Screening

All candidates will be subject to a background check and Motor Vehicle Record (MVR) check. Failing the background check could result in being disqualified from the position.

*All qualified applicants will receive consideration for employment without regard to race, color, sex, age, national origin, religion, disability, veteran status, sexual orientation, marital status, citizenship, or any other protected status. Spirit of Atlanta offers equal opportunity and treatment to all who apply and is committed to diversity.*