

Title: **Retail Coordinator**

Status: Year-Round; Part-Time September through January, Full-Time February through August

Reports To: Director of Finance and Human Resources

Works With: All departments

Supervises: Seasonal Store Staff and Volunteers

**Overall Responsibilities:**

**Year-Round – September through April**

- Pull final sales reports from prior festival season
- Manage the online store including, but not limited to:
  - Processing and shipping of all orders
  - Tracking inventory
  - Maintaining online store content
  - Organizing promotional campaigns
  - Coordinating photo shoots, copy writing, and other needs for the online store
- Process and monitor all interdepartmental use of gift merchandise
- Manage and maintain store budget and financial records
- Oversee all purchasing and product development
- Work with Digital Initiatives and Marketing Manager and other designers to create designs/artwork for merchandise
- Solicit feedback from staff/Trustees and consult with field experts as appropriate
- Organize all incoming product for the festival and upload it into POS system
- Manage gift cards
- Recruit, train, and supervise seasonal staff and store volunteers

**Festival – May through August**

Includes some year-round responsibilities as well as the following:

- Manage set-up and initial design of store as well as organize the season-end closing of the store
- Manage all daily functions of retail operations including, but not limited to:
  - Opening and closing
  - Reconciliation
  - Re-stocking floor
- Pull daily, weekly, and monthly total sales reports for the Business Office
- Organize and coordinate all re-ordering
- Coordinate with other departments for special events such as book signings, Third Thursday, etc.
- Organize displays and promotional materials throughout the festival
- Work with the Marketing Department to develop marketing strategies and promotional campaigns for the store
- Organize staff scheduling

**To Apply:**

Send cover letter, resume, and references to [info@jacobspillow.org](mailto:info@jacobspillow.org), with "Retail Coordinator" in the subject line.

**About Jacob's Pillow Dance:**

*Jacob's Pillow Dance is a registered 501(c)(3) not for profit organization and an equal opportunity employer. Jacob's Pillow provides equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, mental or physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law. This policy also prohibits employees from harassing any other employee for any reason including, but not limited to, race, religion, sex, national origin, age, or disabled status.*