

Composition Shop Manager Job Description:

Position starts January 15th!

We are seeking an experienced and enthusiastic bookseller/manager capable of helping to launch a new independent bookstore in Boulder County, Colorado. Our shop will be a visually appealing, approachable bookstore selling contemporary authors, classic fiction and nonfiction titles, along with children's and young adult fiction. We are book enthusiasts, not book snobs. Our shop will host one to two weekly author events, bookclubs, or writing workshops, along with weekly children's story times.

The ideal candidate will be creative and personable with a willingness to be active in our community. There will be monthly and annual revenue goals, which will depend on the manager's ability to successfully manage inventory and inventory turn.

Merchandising and marketing skills are an important part of this role.

Responsibilities:

- Greet customers and neighbors in a friendly, welcoming manner, with a willingness to discuss books and share recommendations.
- Manage daily bookstore operations including purchasing, inventory management, and marketing.
- Collaborate with bookstore owner and booksellers regarding inventory suggestions, merchandising, and event management.
- Manage bookselling team including employee scheduling, hiring, training, and performance appraisals.
- Maintain a clean, organized, and visually appealing store environment.
- Develop and implement sales strategies to increase revenue and regularly turn inventory.
- Maintain communication with publishers, distributors, and vendors to source new products and titles.
- Manage twice weekly bookstore events and book clubs.

- Maintain financial records and prepare reports for store owner and bookkeeper.
- Maintain website and online sales presence. Manage shipping and online order fulfillment.

Requirements:

- Enthusiasm for books and reading.
- Previous experience in a retail bookstore setting or relevant retail experience.
- Knowledge of computer systems and bookstore POS systems.
- Proven record of successful sales and inventory management.
- Strong organizational skills and attention to detail.
- Ability to multitask and prioritize responsibilities.
- Knowledge of book industry trends and popular authors and themes.
- Comfortable with financial analysis and budget management.
- Ability to collaborate with store owner and booksellers with positivity and kindness.
- Bachelor's Degree or relevant experience
- Manager must be available to work on at least one weekend day each week and a total of 40 hours/week. Store hours are 11:00-7:00 daily.

Physical Demands:

This position requires lifting and carrying heavy items, as well as standing for extended periods of time. Unpacking and carrying books, shelving and reorganizing books daily. There are requirements for all employees involving daily cleaning of floors, restroom and break area, sweeping outside, and dusting shelves and displays. The employee must be able to operate a computer for prolonged periods.

Work Environment:

Our shop is an attractive space with a casual and approachable feel. The ideal person in the manager role will foster a welcoming experience for our customers, while also maintaining a high standard for presentation and professionalism.

Benefits

- Competitive salary based on experience. (\$52K-\$60K annual salaried position)
- 401K and 15 days paid time off.
- Employee discounts on books other merchandise.
- Potential for annual bonus based on store revenue.

How to apply:

Please send your resume and cover letter along with the following:

Three example images of bookstores with merchandising you admire and a brief description of each.

A paragraph describing trends in bookselling that are interesting to you.

While bookselling experience is important for this role, we encourage applicants who have other relevant experience to apply, including applicants with gaps in their resumes or those interested in changing careers.

All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, disability, age, veteran status, or other characteristics.

Email to: manager@compositionshop.com