



GUADALUPE CULTURAL ARTS CENTER JOB DESCRIPTION

Job Title: BOOKSTORE & GIFT SHOP MANAGER

Supervisor's Title: Director of Operations/Comptroller or Executive Director

Status: Exempt

General Purpose: Responsible for the overall operation of the Guadalupe Latino Bookstore, including staffing, inventory purchasing and control, and marketing and promotion of the bookstore and its events, and event management.

Essential Duties & Responsibilities:

Performs administrative duties to safeguard Bookstore revenue and assets through the execution of sound fiscal and administrative controls. Ensures the proper operation and maintenance of the Bookstore. Prepares revenue and expenditure budget projections using previous years' sales records.

Prepares or supervises the preparation of daily sales reports and cash deposits, including investigating cash over-short variances. Reports significant or recurring variances to the Director of Operations/Controller.

Ensures that inventory purchases are reflective of the Center's mission, disciplines and events, managing consignment products. Establishes and maintains business relationships with exclusive GCAC-oriented artists.

Ensures that inventory is counted and reconciled to general ledger on a quarterly basis. Recommends ways to dispose of legacy and obsolete inventory.

Responsible for the organization and maintenance of the shop. Ensures an aesthetic appearance throughout the shop.

Manages off-site special event sales operations, like Tejano Conjunto Festival and similar events.

Creates, designs, and implements promotions and sales materials necessary to introduce bookstore and merchandise to market and expand reach, including and ensuring that web site is updated with current information.

Provides excellent customer service. Handles customers in a professional manner and responds appropriately to complaints. Answers telephone inquiries and reroutes calls to the appropriate personnel when needed.

Manages Box Office for the GCAC. Supervises sale of tickets for Center events and ensures accurate accounting and reconciliation of ticket sales and cash.

Performs other duties as assigned or as the situation dictates.

Supervisory Responsibilities:

Provides administrative direction to the store clerks and box office cashier.
Conducts sales staff training, point of sale training, cash register training and credit card machine training as needed.
Trains and supervises volunteers.

Required Knowledge, Skills, & Abilities:

Ability to work effectively with the public
Basic computer skills including Microsoft Office, Clover, Eventive, Slack, Monday.com.
Ability to perform basic math calculations and interpret credit card manuals
Excellent written and verbal communication skills.

Required Education & Experience:

Bachelor's degree preferred.
Written and oral fluency in both English and Spanish preferred.
One year of sales experience

Physical Requirements:

Ability to lift up to 40 lbs.

Interested parties must send a letter of intent, qualifications, monthly fee for above-outlined work, and sample portfolios to info@guadalupeculturalarts.org by September 7, 2022.

About the Guadalupe

The Guadalupe Cultural Arts Center, founded in 1980 in the west side of San Antonio, is one of the largest community-based Latinx arts and cultural organizations in the country. It preserves, presents and promotes Latino, Chicano, and Native American traditional and contemporary art and culture in seven disciplines – music, dance, theater, literature, media, visual arts, and folk and traditional arts.

www.guadalupeculturalarts.org