

Your Family Arts Center
DALLAS CHILDREN'S THEATER

JOB DESCRIPTION

**Store Coordinator
for 2013-2014 Season (Sept-July)**

REPORTS TO: Director of Ticketing & Patron Services (Scheduling) with a dotted line to the Sr. Director of Communications and Philanthropy (Store Organization, Marketing and Merchandising)	STATUS: 30 Hours per week
CLASS SUMMARY: Incumbents are responsible for performing, planning, coordination and executing activities requiring thorough knowledge and understanding of rules, regulations and policies in area of assignment in order to perform activities in support of theater initiatives.	

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE-QUENCY
1.	Ordering merchandise and keeping the store stocked at all times within budgetary guidelines.	
2.	Tracking the status of inventory on a weekly basis and providing timely sales reports to staff.	
3.	Researching and submitting for approval a list of merchandise for consideration for each show or special event including price and quantity recommendations and net income projections.	
4.	Attending selected communications team meetings as well as interacting with show directors, set designers and other staffers to determine ideas for merchandise and marketing.	
5.	Setting up store kiosk as needed, including offsite locations.	
6.	Coordinating with DCT volunteer liaison and other volunteers who make specialty items for the store.	
7.	Interacting with customers and providing helpful knowledge that motivates their buying decision.	
8.	Maintaining a clean, orderly and inviting appearance of the sales area and well as the stock area.	
9.	Working in the store during all public DCT performances which occur on Fridays, Saturdays and Sundays. This includes ensuring the timely opening and closing of the store.	
10.	Reconciling cash drawer with inventory reduction sheet on a daily basis.	
11.	Distributing coupons, prizes and other materials to selected audiences as required as a way of driving traffic to the	

	store.	
12.	Working in other areas of DCT, as required, such as, but not limited to, Box Office, Development, Marketing/PR, Concessions purchases, Deliveries.	
13.	Handling administrative details associated with the position.	
14.	Other duties as assigned.	

Training and Experience (positions in this class typically require):

- Proficiency in Microsoft Word and Excel.
- Excellent verbal and written communications skills.
- Ability to present information concisely and effectively, both verbally and in writing.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal and customer service skills.

Licensing Requirements (positions in this class typically require):

- None required

Knowledge (position requirements at entry):

Knowledge of:

1. Inventory management
2. Handling cash and credit card transactions
3. Marketing and merchandising

Skills (position requirements at entry):

1. Must have experience in managing projects from conception to implementation;
2. Must have good analytical skills and sound judgment;
3. Detail oriented and organized;
4. Must have skills in prioritizing, reviewing and assigning work, organization and attention to detail;
5. Excellent written, oral and interpersonal communication.

Physical Requirements:

Positions in this class typically require: fine motor skills, hand/eye coordination and unimpaired hearing or visual capability.

Exerting up to 50 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

Position may involve standing for long periods of time.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. Possible reduced hours during non-show weeks.