

Job Title: Senior Bookseller - Arts Section Manager

Location: McNally Jackson Books - Seaport

Type: Full-time

Hours: 30-40 Hours, weekend availability required

Pay: Hourly \$17.75 (probationary)

Tier: 3 Bookseller

Report to: Evan Owens-Stively, General Manager; Marisa Clarke, Assistant Manager

Job Overview

We are looking for a full-time Senior Bookseller at Seaport with particular faculty and interest in visual and performing arts (including Architecture, Photography, Art Writing, and Design). This bookseller needs a deep knowledge of the contemporary book world with a particular emphasis on visual and performing arts, and will be responsible for the Arts sections, including curation, upkeep, tidying, and organization; pulling returns based on sales data; creating and merchandising displays; handselling; and more. Our booksellers are customer-facing professionals who handle duties such as book recommendations; restocking and shelving; receiving and returns; running the cash register, info stations and phones; as well as general store maintenance and upkeep. The Arts section manager will also be asked to open and/or close the store, as well as process web orders, among other responsibilities.

Additional Responsibilities

- Customer service: gift wrapping, checkout, answering phones, customer returns, field special customer requests, responding to customer complaints in absence of a manager.
- Handling store opening and closing (i.e. being a “keyholder”).
- Day-to-day store upkeep; including display and table upkeep including the bestseller wall.
- Shelving and handing special orders.
- Processing web orders for both in-store pickup or shipping out.
- Pulling and sorting returns.
- Attending staff training and company correspondence,
- Assorted data entry.
- Any other duties reasonably requested by management.

Qualifications:

- Knowledge of the contemporary reading landscape, particularly in visual and performing arts
- Interested in providing a positive experience for our customers, including an enthusiasm for recommending books
- Previous bookstore experience a plus
- Must be able to lift 40 lb boxes
- Flexibility to work nights and weekends
- IBIDie experience a plus

Perks:

- 40% Discount at McNally Jackson Books and Goods for the Study
- Health Insurance (dental and vision)
- Paid Time off
 - Vacation time accrues at a rate of .0385 per 1 hr worked, a maximum of 80 hours annually for full-time employees.
 - 1 Personal Holiday fo your choice
 - 7 Paid Sick Days

Please email resume, cover letter, and two references to evan.os@mcnallyjackson.com, marisa.clarke@mcnallyjackson.com and jobs@mcnallyjackson.com. Make sure to include a few sentences about your favorite authors.

McNally Jackson Books is an equal opportunity employer and we invite you to apply for this position no matter how you identify, especially if you are from an underrepresented identity. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. If you are unsure if your work experience qualifies you for this position, we strongly encourage you to apply anyway.