

# McNALLY JACKSON BOOKS

## GOODS for the STUDY

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**Job Title:** Art Book Section Manager - Senior Bookseller  
**Location:** McNally Jackson Books Prince Street  
**Type:** Full-Time  
**Hours:** 40 Hours; Weekend availability required  
**Pay:** Hourly \$17.75 (probationary)  
**Tier:** 3 Bookseller  
**Report to:** Julianne Hing, General Manager; Bekah Shaughnessy, Senior Assistant Manager; Jack Kyono, Assistant Store Manager

### Job Overview

We are looking for a full-time Senior Bookseller at our Prince Street location to manage our Art & Design book sections. The right candidate possesses interest in all aspects of contemporary and modern art, architecture, design trends, art historical techniques, development processes, art theory and criticism. This bookseller needs a deep knowledge of art books, and will be responsible for the Art sections, including curation, upkeep, tidying, and organization; pulling returns based on sales data; creating and merchandising displays; handselling to customers; and more. Our booksellers are customer-facing professionals who handle duties such as book recommendations, restocking and shelving, running the cash register, info stations and phones, as well as general store maintenance and upkeep. The Art Section Manager may also be asked to open and/or close the store, as well as process web orders, among other responsibilities. We are looking for art creatives who encourage and inspire booksellers to share their passion for art and design through both books and culture.

### 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 either 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.
- Interested in providing a positive experience for our customers, including an enthusiasm for recommending books.
- Previous bookstore experience is a plus.
- Must be able to lift 40lb boxes.
- Flexibility to work nights and weekends.
- IBIDie experience is a plus.

Perks:

- 40% Discount at McNally Jackson Books and Goods for the Study
- Health Insurance (dental and vision)
- Paid Time off

Please email resume, cover letter, and two references to Julianne Hing ([julianne.hing@mcnallyjackson.com](mailto:julianne.hing@mcnallyjackson.com)), Bekah Shaughnessy ([bekah@mcnallyjackson.com](mailto:bekah@mcnallyjackson.com)), and [jobs@mcnallyjackson.com](mailto:jobs@mcnallyjackson.com). Make sure to include a few sentences about your favorite authors and genres.

*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 still strongly encourage you to apply.*