



Job Opening – Assistant Store Manager / Merchandising

Summary:

The Assistant Store Manager/Merchandising supports the Store Manager with all areas of the store, from writing orders and ensuring that supply shelves are fully stocked with instructor class supply list items, to supervising store support staff and recommending ways to improve sales and customer service on an ongoing basis, including utilizing social media, gallery events and LINEA (a League in-house publication) to promote the League as an independent full-service art store. In addition, the Assistant Manager supports League initiatives through merchandising of store materials and store events to drive engagement and enrollment.

Job Responsibilities:

- Curate and create merchandising events – in store and online to highlight product lines
- Leverage partnerships with store vendors for instruction, premium pricing, and POS materials
- Collaborate with in-house staff on social media to market the League’s Art Store
- Oversee a line of League brand materials with logos
- Promote student enrollment and engagement of the League through the Art Store
- Maintain full stock on instructor supply list items
- Promote gift certificates and other merchandise incentives
- Supervise and manage store staff
- Maintain the in-house inventory/POS system and related pricing
- Work to improve gross margin

Unique Requirements for the role:

- Strong knowledge of fine art supplies and materials
- Knowledge and appreciation of atelier style teaching and current on-line classes
- Experience with gross margin and pricing strategies
- A strong sense of visual marketing
- Knowledge of e-commerce a strong plus
- Proficiency with MSWord and Excel
- Flexibility to work weekends, holidays, or other busy times, when needed

Job Qualifications	
Degree(s) Required/Preferred	n/a
Years of Experience Desired	2-3+ years
Certification(s) Required/Preferred	n/a
Industry or Product Knowledge	Prior experience working in a retail environment. A working knowledge of art materials.
Computer Experience:	Experience with online ordering, MSWord and Excel

Core Skills/Abilities Required:	<ul style="list-style-type: none"> • Must be well organized and willing to try different approaches. • Proven ability to work with and manage staff where there is no direct supervisory connection • Merchandising experience to coordinate store presentation, ordering and related events • The ability to manage different needs of customers and multiple responsibilities on a day-to-day basis • e-commerce experience a major plus
Additional Skills/Abilities Helpful:	A team player; easy to get along with; calm under pressure.

To apply, please send your resume to careers@artstudentsleague.org with a cover letter stating why your background and experience makes you qualified for this position. No calls or recruiter solicitations, please.

Thank you for your interest in this position at the Art Students League of New York. Please note that due to time constraints you will only be contacted if your background and experience are a good fit for this position.