

Position: Bookstore and Café Manager

Location: Midtown The Midtown Scholar Bookstore-Café, 1302 North 3rd Street, Harrisburg, PA 17102

Description:

We are looking for a dedicated individual with managerial and customer-service experience to oversee our bookstore-café staff and to help us achieve our mission of becoming the best independent bookstore in the nation and a cherished “third space” for artistic and intellectual creativity, expression, and growth.

Responsibilities:

50-60 hours each week of management duties, including:
Overseeing a multi-faceted retail business encompassing a new & used bookstore, gourmet café, art gallery, community meeting venue, and multiple performance spaces
Implementing plans in consultation with the Owners and the Director of Warehouse Operations
Interviewing, hiring, training, and supervising all staff members at our retail bookstore-café
Scheduling, assigning, and directing all job duties at the bookstore-café
Maintaining, monitoring, and organizing all inventories at the bookstore-café
Coordinating the work of assistant managers, events director, and gallery curator
Prioritizing tasks efficiently to meet deadlines in a fast-paced, dynamic workplace environment
Baking, barista-ing, book-listing, and striving for excellence in all aspects of the job
Bringing out the best in all employees and achieving excellence in customer service
Being on call for emergencies and unforeseen events

Qualifications:

Love for coffee, tea, books, music, customers, and managing employees
Positive attitude with a strong work ethic and passionate commitment to the job
Minimum of 2 years restaurant or retail management experience
Strong knowledge MS Office or Open office: Excel and Word
Excellent verbal and written communications skills
Proven ability to quickly and efficiently adapt to continuous change
Must be able to work weekends, holidays, and extended shifts
Basic sound engineering and POS experience a plus
Experience with business marketing through social media including Facebook and Twitter a plus
Retail book selling and café experience a plus

Compensation:

Salary will be commensurate with experience; health benefits; paid vacation.

Application:

Accepting applications through March 15, 2012. Position to begin in April 2012.

Please submit a resume, cover letter, and three references, to Greg Albright.

By email: greg@midtownscholar.com

Or by mail to: Greg Albright, Midtown Scholar Bookstore, 1302 N. 3rd St., Harrisburg, PA 17102

Shop telephone (717) 236-1680. Open Daily. Online at www.MidtownScholar.com