

Job Description: 2015

TITLE: SummerStage Merchandise Coordinator
DATES: Seasonal: May 15 – October 5, 2015 (appx 65 events)
SALARY: \$125 per event (typical day is 7-8 hours)

City Parks Foundation (CPF) is the only independent, non-profit organization to offer park programs throughout the five boroughs of New York City. The organization works in hundreds of parks citywide, presenting a broad range of free arts, sports, education, and community-building programs. CPF reaches almost a million New Yorkers each year, contributing to the revitalization of neighborhoods throughout New York City.

SummerStage, New York City's premier free performing arts festival was founded in 1986. The festival brings performances of superior artistic caliber to large and diverse audiences, providing an important forum for emerging and established artists, and exposing audiences to a range of artistic and cultural expression.

RESPONSIBILITIES

The Merchandise Coordinator works under the direct supervision of the General Manager (GM), SummerStage, and in close conjunction with artist management as required.

- Maintain the merchandise sales booth, set-up for each event.
- Inventory all SummerStage merchandise (count in and out), inform GM if levels are low.
- Supervise all merchandise sales at the venue and oversee all financial transactions.
- Reconcile all cash and credit card sales and create deposit slips under the supervision of GM.
- Inventory all applicable performing artists' merchandise (count in and out) and reconcile sales transactions with artists' management under the supervision of the GM.
- Assist with artist signings at the venue as needed.
- Attend weekly production meetings as requested.
- Coordinate and supervise a merchandise assistant.
- Liaise with performing artists' tour management and other key contacts to advance all aspects of venue sales terms and merchandise delivery procedures.
- Produce a weekly report of all merchandise sales.
- Produce an end of the season report of all merchandise sales

QUALIFICATIONS

- At least 2 years experience in Merchandise sales for a tour, festival or retailer.
- Knowledge and appreciation of the performing arts, including dance, word, and music.
- Excellent communication skills and ability to work well with others.
- Ability to manage and track cash and credit card payments.
- Ability to work in a fast-paced, intense work environment.
- Willingness to work at nighttime and weekend programs as required.
- Ability to carry out physical activities and to lift up to 30 pounds comfortably.
- Basic computer skills (Word, Excel, email).

Qualified candidates should submit via email a resume and cover letter in PDF format to:

Arts@cityparksfoundation.org Subject line: Merchandise Coordinator application from (your name)

City Parks Foundation is an Equal Opportunity Employer. Nothing in the job posting or description should be construed as an offer or guarantee of employment. New York is an 'at-will employment' state.