

Position/Title:	Merchandise Coordinator, SummerStage, Central Park
Dates:	May 28 - October 6, 2019
Job type:	Seasonal, Part-time, Hourly
Salary:	Commensurate with experience
Application Deadline:	Friday, March 22
Contact:	Send resume and cover letter to ArtsJobs@CityParksFoundation.org Applications submitted without a cover letter will not be considered.

PROGRAM OVERVIEW

City Parks Foundation (CPF) is the only independent, nonprofit organization whose mission is to offer programs in public parks throughout the five boroughs of New York City. We are dedicated to invigorating and transforming parks into dynamic, vibrant centers of urban life through sports, arts, community development, and education programs for all New Yorkers. Our programs and community building initiatives -- located in more than 400 parks, recreation centers, and public schools across the city -- reach 300,000 people each year. Our ethos is simple: we believe thriving parks mean thriving communities.

- We present the largest free, outdoor performing arts festival in NYC through SummerStage, presenting artists of the highest quality across multiple disciplines and genres, and marionette puppet theater in all five boroughs with our Swedish Cottage Marionette Theater and the roving PuppetMobile.
- Partnerships for Parks, a public-private program of City Parks Foundation and NYC Parks, supports and champions a growing network of leaders who care and advocate for the transformation of their neighborhood parks.
- We connect youngsters to nature in the urban environment with education programs that provide learning experiences through classroom and hands-on activities in parks, urban forests, coastal areas, gardens, and recreation centers.
- Free golf, tennis, track & field, soccer, and fitness programs bring high-quality instruction and equipment into areas where few organized athletic opportunities exist. We offer leveled training, year-round scholarship coaching, and special pro events.

POSITION SUMMARY

The Merchandise Coordinator for SummerStage, Central Park, is responsible operating all sale operations for official SummerStage merchandise and artist merchandise, at approximately 60 music and dance performances. This is a part-time, hourly, event position reporting to the General Manager (GM) of SummerStage, Central Park.

RESPONSIBILITIES

The Merchandise Coordinator will:

- Setup and maintain the merchandise sales booth
- Inventory all SummerStage merchandise (count in and out)
- 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 GM
- Liaise with performing artists' tour management and other key contacts to advance all aspects of venue sales terms and merchandise delivery procedures
- Liaise with publishing companies to make consignment purchases when required
- Assist with artist signings at the venue as needed
- Produce a nightly reports of all merchandise sales in a timely manner
- Produce an end of the season report of all merchandise sales
- Attend weekly production meetings as requested
- Provide overall assistance to production team as needed
- Act as ambassador for the organization, answering questions for visitors about the Festival and CPF

QUALIFICATIONS

- A minimum 1 years of experience in retail sales and/or customer service experience required
- Experience with merchandising sales at concerts and/or performing arts venues preferred
- Basic accounting skills required
- High school diploma or equivalent required, some college a plus
- Working knowledge of Microsoft Excel and Google Apps required, knowledge of atVenu a plus
- Extremely dependable punctual, detail-oriented and organized
- Ability and willingness to work in a fast-paced environment
- Ability and willingness to work late nights and weekend
- Ability and willingness to work outdoors in all types of weather
- Ability and willingness to work evening and weekend hours
- Ability and willingness to lift up to 25lbs, work within tight spaces, move quickly, and stand for long periods of time.

WORKING FOR CITY PARKS FOUNDATION

Thank you for your interest in City Parks Foundation, an equal opportunity employer, as well as a collegial, mission-focused organization that values its employees and encourages professional growth and advancement.

Interested parties should email cover letter and resume with the subject "**Merchandise Coordinator**" to artsjobs@cityparksfoundation.org. Please include salary requirements, and let us know how you heard about this position. Applications without cover letters will not be considered. Only potential candidates will be contacted. No calls, please.