

OREGON **BALLET** THEATRE

KEVIN IRVING / ARTISTIC DIRECTOR

Title: Boutique Manager
Department: Business Office
Position Status: Seasonal Part-Time, Non-Exempt, Hourly
Effective Date: Upon Hire

General Description: The Boutique Manager is responsible for setting up, managing and closing the OBT Boutique in the Keller and Newmark theaters during Oregon Ballet Theatre performances, and at other scheduled events. The position reports to the Business Office's Director of Finance and Operations but also interacts closely with the Director of Marketing in brand identification and display and the Business Office staff on finance and inventory.

Essential Duties and Responsibilities:

- Oversee inventory procurement and administration
- Create, organize and maintain an inviting display in advance of performances and events
- Manage sales staff, including all scheduling, training, and communication
- Responsible for daily close, balancing of cash drawers, preparing bank deposits and end of event reports, and reconciling discrepancies between sales, inventory and collections
- Effectively coordinate with OBT staff in all aspects of Boutique operations

Qualifications for Success:

- Dynamic personality with lead by example qualities to ensure patrons experience high customer satisfaction
- Aptitude in identifying sales trends and adjust pricing and positioning of merchandise accordingly
- Ability to manage a team of staff and volunteers with a variety of skill levels and assign/reassign responsibilities accordingly to ensure operational success

Education, Work Experience and Other Requirements:

- Prior experience in managing a boutique operation or similar retail enterprise with successful track record in growing sales and maintaining margins
- Strong Excel and math skills required and knowledge of Square sale system
- Valid Drivers' License and access to an automobile when working
- Ability to bend with occasional lifting of boxes up to 50 pounds

Oregon Ballet Theatre is an equal employment opportunity employer. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.