



Title: Boutique Manager
Department: Business Office
Position Status: Seasonal, Part-Time, Non-Exempt, Hourly
Effective Date: July 1, 2022

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 but also interacts closely with the Director of Marketing in brand identification and display and the Business Office staff on finance and inventory. As an integral member and ambassador of the customer facing team, the position will protect and build the Oregon Ballet Theatre brand within the organization and through all external points of contact.

Experience & Skills:

1. Oversees inventory procurement and administration
2. Creates, organizes and maintains an inviting display in advance of performances and events
3. Manages sales staff, including all scheduling, training, and communication
4. Responsible for daily close, balances of cash drawers, prepares bank deposits and end of event reports, and reconciles discrepancies between sales, inventory and collections
5. Effectively coordinates with OBT staff in all aspects of Boutique operations
6. Dynamic personality with lead by example qualities to ensure patrons experience high customer satisfaction
7. Aptitude in identifying sales trends and adjusting pricing and positioning of merchandise accordingly
8. Ability to recruit and manage a team of staff and volunteers with a variety of skill levels and assign/reassign responsibilities accordingly to ensure operational success

Equity:

OBT is committed to a diverse, racially and culturally inclusive, and equitable workplace in which differences broaden our awareness, enrich our daily experiences, and contribute to our collective strength. We seek to understand, acknowledge, and mitigate inequities in ballet in general, and at OBT specifically.

Our Culture:

Across our organization, OBT is committed to creating a culture characterized by the following: Kind. Positive. Solution-Oriented. Gratitude. Candid. Forgiving. Learning. Trust.

Teamwork. Diverse, Equitable, and Inclusive. Disagree Well. Compassionate. Ambassadors. Accountable.

Accommodations:

As part of our commitment to equity, OBT will make reasonable accommodations to enable individuals who are differently abled to perform the primary responsibilities of this job.

Supervisory Responsibility:

This position has no paid direct report positions; however, will be responsible for recruiting and managing volunteers (staff and non-staff) to efficiently run boutique operations in the theatres.

Education and Work Experience:

Prior experience in managing a boutique operation or similar retail enterprise (i.e., gift shop, concert venue concessions) with a successful track record in growing sales and maintaining margins. Competent working knowledge of the Microsoft Office Suite of products, especially Excel. Experience and knowledge of merchant payment systems, Square systems a plus. Valid Drivers' License and access to an automobile when working. Background or experience in ballet preferred but not required.

Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Working Conditions:

This job operates in a shared professional workspace in our Bancroft offices which includes rehearsal studios, as well as in large public theaters during season performances. During COVID, much work is conducted remotely offsite. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move boutique products and supplies, up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule:

This is a part-time, seasonal position. Days and hours of work are flexible; however contingent on dates and times performances are scheduled in the theatre venues. This position regularly requires extended hours and weekend work. Boutique management begins in October with the largest volume of sales occurring in December during OBT's traditional Nutcracker performances.

Compensation:

This position pays \$25.00 per hour. Benefits include complimentary tickets to ballet performances, and discounted tickets for family members. This can be a great opportunity for extra holiday income!

AAP/EEO Statement:

Oregon Ballet Theatre is committed to advancing equal employment opportunities. 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.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.