



CROSSMEN PRODUCTIONS INC

JOB DESCRIPTION

Job Title: Merchandise Manager
Reports To: Tour Manager
Salary: Starts at \$1,200 (DOE)
Status: Summer, Seasonal
Start Date: June 8, 2020 End Date: August 8, 2020

POSITION SUMMARY

Crossmen, Inc. is seeking candidates for the Merchandise Manager position for the 2020 summer tour. The Merchandise department supplies corps branded product to the merchandise manager for the entire duration of tour. Such products include apparel, percussion equipment, and accessories. The Tour division is one of the most important revenue stream and corps relation touch points for this organization. The Manager of Tour Merchandise is responsible for all aspects of the tour revenue stream. From A to Z, everything related to selling the corps branded product on the road is their responsibility. This position requires integration of all departments including art, production, logistics and finance.

MINIMUM QUALIFICATIONS

- Age: 21 or older
 - Education: Bachelor's degree in related field or comparable experience
 - Availability: Full Summer (June-August)
 - Licenses & Certifications: CPR/AED and First Aid, ServSafe Certification or comparable certification
 - Language Skills: English, Spanish preferred
 - Excellent interpersonal skills.
 - Excellent written and verbal communication skills.
 - Fast paced work environment requiring strong multitasking skills, excellent time management and organizational skills, and a high attention to detail and follow up
 - Strategic thinker and creative marketer
 - Results oriented and self-motivated
 - Ability to work under pressure, communicates effectively, and meets deadlines.
- Preferred*
- Experience with Microsoft Office (or related programs)
 - Experience with Google forms, sheets, docs, etc.

WORK ENVIRONMENT/MINIMAL PHYSICAL REQUIREMENTS

- This position requires the ability to lift weight up to 50lbs.
- You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.
- All employees working with Crossmen Productions, Inc. are considered to have supervisory or disciplinary action relationship over minors. Upon receiving an offer for the position, a background check must be filed and the employee must be cleared before the first day of employment.

TEAM LEADER COMPETENCIES (expectations)

Mission Advancement: Ensure a high level of service with a commitment to developing world class environment. Provide volunteer staff with training and best practices to create a safe environment. Cultivate relationships for continued volunteer engagement.

Collaboration: Build relationships to create small communities. Empathetically listen and communicate for understanding when negotiating and dealing with conflict. Effectively tailor communications to the appropriate audience. Provide volunteer staff with guidance and support.

Operational Effectiveness: Develop plans and manage best practices through engagement of team.

Personal Growth: Share new insights, concepts or ideas that will further our development as an organization. Facilitate change; model adaptability and an awareness of the impact of change. Utilize non-threatening methods to address



sensitive issues and inappropriate behavior or performance. Have the functional and technical knowledge and skills required to perform well; use best practices and demonstrate up-to-date knowledge and skills in technology.

While all competencies are significant the following are critical to success in this position:

- Community: Demonstrates a desire to serve others and fulfill community needs.
- Communication: Listens for understanding and meaning: speaks and writes effectively.
- Project Management: Establishes goals, clarifies tasks, plans work, and actively participates in meetings.
- Quality Results: Strives to meet or exceed goals and deliver a high-value to all those involved with Crossmen.

ACKNOWLEDGEMENT

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date