

Lost River Artisans Cooperative Store Manager

The Lost River Artisans Cooperative (LRAC) is currently seeking part-time Store Manager candidates for our store located in Lost River, West Virginia.

The cooperative's mission is to engage the community in the artistic process, foster appreciation for the production and value of handmade objects through instruction, demonstration and display, and provide a marketing center for regional artists and craftspeople. Our artisans' works are available for purchase in our store, located in the renovated 150-year-old Harper Barn in Lost River.

LRAC is open only on weekends during the spring and fall and every day except Tuesday and Wednesday during the summer. It closes for the winter in December.

The successful store manager will have retail experience as a store manager with a strong emphasis on product, customer service and visual presentation as well as experience with accounting for retail sales. The Store Manager is responsible for every aspect of the cooperative, providing a superior level of customer service to maximize sales.

Job Requirements:

- Process sales transactions for cash and credit cards listing consignors' products and necessary codes.
- Maintain accounting for the store using QuickBooks.
- Train and manage volunteers in store operations.
- Maintain a visually impressive store, arranging displays and restocking merchandise as appropriate.
- Meet with the Display Committee and Board of Directors providing necessary reports and information.
- Create monthly reports for consignors detailing sales
- Weekend and holiday work required
- The store manager must be willing to work alone in the coop for extended periods of time during non-peak work days.

Qualifications:

- Minimum 3 years experience managing a retail store
- Experience with QuickBooks or similar software in a retail setting
- Strong merchandising and visual skills
- Demonstrated leadership and integrity with experience managing a staff of volunteers
- Excellent verbal and written communication skills
- Proficient computer skills in Microsoft Word and Excel
- Flexibility, adaptability and able to work weekends and holidays.

For consideration, please send your resume or a letter listing your work experience and education to:

Lost River Artisans Cooperative
Store Manager Search
PO Box 26
Lost River, WV 26810