



**POSITION OPEN:** Friends of the Ferguson Library Book Shop Manager @ The Ferguson Library – Full Time

**LOCATION:** Stamford, CT

**AVAILABLE:** Immediately

**WAGE RANGE:** Starts at \$26.83/hour

### **About Us:**

The Friends of the Ferguson Library Book Shop, with locations in the DiMattia Building of the Ferguson Library and the Harry Bennett branch, is a thriving, community-focused used bookstore dedicated to providing customers with a vast selection of pre-owned books, exceptional service, and a welcoming atmosphere for book lovers of all kinds. We are seeking a passionate and experienced book shop manager to lead our team and continue fostering a love for literature within our community.

The Ferguson Library is striving to be an anti-racist and equitable organization. Our staff are people with different strengths, experiences and backgrounds who share a passion for improving people's lives through education, resources and services. Diversity not only includes race and gender expression but also age, disability status, veteran status, sexual orientation, religious beliefs and many other parts of one's identity. We are deliberate and self-reflective about the kind of culture and workplace we aspire to create.

### **Job Description:**

**Position Overview:** As the Book Shop Manager, you will play a vital role in ensuring the smooth operation and success of our Book Shop in both locations. You will be responsible for overseeing daily operations, managing a team of volunteer staff, curating our inventory, and creating an inviting environment for book enthusiasts.

### **Key Responsibilities:**

#### Store Operations:

- Direct and oversee day-to-day store operations, including opening and closing procedures at both locations.
- Maintain a clean, organized, and visually appealing store layout.
- Ensure the proper handling of cash, inventory tracking, and financial reporting.
- Work with the Volunteer Coordinator to ensure adequate staffing of the two Book Shop locations.
- Foster a positive work environment, encouraging teamwork and a shared love for books.

#### Inventory Management:

- Curate and maintain a diverse and high-quality collection of used books.
- Monitor inventory levels, pricing, and acquisitions to ensure a profitable and appealing selection.
- Develop and implement inventory control procedures to optimize stock turnover.

#### Customer Service:

- Deliver excellent customer service, assisting customers with book recommendations and inquiries.
- Address customer concerns, resolve issues, and maintain a high level of customer satisfaction.
- Organize and promote special events to generate interest in and income for the Book Shop.

#### Marketing and Promotion:

- Develop and execute marketing strategies to attract new customers and retain existing ones.
- Create eye-catching displays, signage, and promotional materials to showcase featured books and authors.
- Utilize social media and other marketing channels to engage with the community and promote store events.

#### Qualifications:

- Bachelor's degree in a related field or equivalent work experience.
- Proven experience in a retail management role, preferably in a bookstore or similar environment.
- Excellent communication and customer service skills.
- Strong organizational and problem-solving abilities.
- A passion for literature and a deep understanding of various genres and authors.
- Familiarity with inventory management and point-of-sale systems.
- Ability to work flexible hours, including weekends and evenings.

If you are a dedicated book enthusiast with a strong management background and a passion for creating memorable experiences for customers, we encourage you to apply for the position of Friends of the Ferguson Library Book Shop Manager. Join our team and help us continue to nurture the love of books in our community. The Ferguson Library offers a generous benefit package, which includes health insurance, professional development opportunities, paid time off, and a retirement savings plan.

To apply, please submit your resume and a cover letter detailing your relevant experience and your vision for Friends of the Ferguson Library Book Shop under your management.

Interested parties must send a resume and cover letter to [apply@fergusonlibrary.org](mailto:apply@fergusonlibrary.org) with the position title clearly stated in the subject line.