

## Gift Kiosk Manager

The Gift Kiosk Manager oversees the sale of AMFS merchandise from a small on-site, open-air shop, which is open during every concert in the main Benedict Music Tent venue. Duties include managing the merchandise, overseeing the volunteer staff, running the register, organizing storage, and tracking sales. The Gift Shop Manager is always at the shop while it is open, approximately five days a week during concerts.

### Responsibilities

- Responsible for the intake and outflow of merchandise and funds
- Overseeing volunteer team of staff who help customers
- Organizing inventory and storage
- Liaise with full-time staff and make recommendations to optimize sales

### Qualifications

- Comfortable in leadership role
- Good people skills and ability to manage team
- Attention to detail and accuracy with daily cashing out procedures
- Professional conduct, dress, and appearance are expected at all times
- Applicants **MUST** have a valid driver's license and the use of their own vehicle while in Aspen
- Applicant must be able to stand for long periods of time and lift 30+ pounds.

**Duration:** June 20 – August 24, 2018

**How to Apply:** Complete the online application process and make sure to submit a cover letter, resume, and two references **OR** email your materials to [lschlein@aspenmusic.org](mailto:lschlein@aspenmusic.org). Incomplete applications will *not* be considered. Applications will be accepted through March 31, 2018. No phone calls please.

**Compensation:** Hourly wage, housing for dates of employment, AMFS season pass