



Position title: **Summer Art Fair Merchandise Manager**
Reports to: **Art Fair Operations Manager**
Category: **Temporary, part-time, non-exempt**

Job Description:

Manages retail booth at the Ann Arbor Summer Art Fair selling a small consumer product. Manager will be responsible for overseeing sales, money-handling, and supervising temporary staff working in the booth. Must be able to communicate effectively with staff and customers. This is a temporary position. If interested, please email a resume to meccah@theguild.org.

Responsibilities:

- Assists with the management of merchandise staff
- Maintains merchandise booths
- Resolves conflicts as appropriate
- Represents the Guild in a professional manner
- Assists with other event-related duties as assigned

Qualifications:

- Excellent communication skills
- Must have great customer service skills
- Ability to interact effectively with staff and the public
- Organizational skills and attention to detail with a proven ability to manage multiple tasks and priorities
- Able to work well in a fast paced environment
- Able to resolve conflicts in a calm and professional manner
- Responsible, punctual, and dependable

Special Requirements:

- Able to work long hours, out-of-doors, maneuver through crowds, in all weather conditions – including heat, humidity, rain or other inclement conditions
- Able to lift 50 pounds