

## **Zenith Bookstore is Hiring, Seeks General Manager**

Zenith Bookstore, in Duluth, Minnesota, is searching for a dynamic individual who will play a central role in the day-to-day operations of the store, be an inspiring team leader, and help direct the store's growth and outreach in the community.

Zenith Bookstore is a community bookstore located in vibrant West Duluth. We host author and literary events, organize book clubs, publish a monthly newsletter, have numerous community and school partnerships, and maintain strong relationships with local authors and poets. Zenith has won "Best Bookstore" awards every year since opening. It has become a destination site for visitors from the Twin Cities and throughout the region. The store resides in a beautiful space, next to a popular coffee shop and music venue. We sell both new and used books (about 30% new, 70% used). If you are not familiar with us, please peruse our website at [zenithbookstore.com](http://zenithbookstore.com), including the many articles in the local and regional media that highlight our store.

### **Responsibilities:**

- Buying and curating our new book inventory
- Meet with publisher reps
- Review sales and analytic reports
- Extensive use of point-of-sale system (Bookmanager) and bookselling software (Edelweiss).
- Organize the staffing needs of the store
- Work closely with the owner in formulating and implementing the store's overall direction
- Assist on a multitude of special tasks as needed, such as events, promotion and advertising, creating displays in the store, developing outreach and special campaigns, fostering community partnerships

### **Ideal candidates will have/be:**

- Experience as a bookseller, preferably in a managerial role
- Analytical skills with attention to detail
- Confident and personable
- Enjoys working in a retail environment and able to give excellent customer service
- Excellent communication skills
- Must love books
- Understand Zenith Bookstore's vision, values, and commitment to equity.
- Able to lift 40 lbs and spend hours on your feet.

### **As many of the following skills and experiences are a significant plus:**

- Design/artistic skills
- Social media skills
- Event planning, event organizing experience
- Knowledge of and passion for children's & youth literature

**Schedule:** Full time / 40 hours per week.

**Compensation:** This is a salaried position. Salary is competitive and based on experience. We offer some flexibility in schedule, sick leave, two weeks paid vacation per year after six months employment, support for professional development, and 35% employee discount.

**Our bookstore serves a diverse community. You should have an appreciation and respect for people of all races, genders, sexual orientation, and socio-economic class.** We strongly encourage candidates of diverse backgrounds to apply, including people of color. Please email your resume to [hiring@zenithbookstore.com](mailto:hiring@zenithbookstore.com). Either in the body of the email, or as a separate attachment, describe your relevant experience in detail and specific interest in the job. References will be requested later.