

POSITION
PYCO School of Music & Music Store Assistant Manager - Evening/Sunday Shift

Position Title: PYCO School of Music & Music Store Assistant Manager - Evening/Sunday Shift

Location: PYCO School of Music & Music Store (150 Lake Drive, Suite 103, Wexford, PA 15090)

Job Description

- The Assistant Manager is an important part of the administration of the PYCO School of Music & Music Store, who helps ensure that the operation of the business runs smoothly. Working with the School of Music Manager, Director, and other employees, the Assistant Manager will be responsible for assisting in the day-to-day operations of the PYCO School of Music & Music Store including maintaining inventory, managing the Point of Sale System, and supervising events. This position also provides the opportunity to implement creative ideas and has potential for growth.
- The Assistant Manager position is part-time, consisting of approximately 20 hours per week.
- Assistant Manager work hours are Mondays through Thursdays from 3 pm to 7 pm and Sundays (September through April) from 1 pm to 5 pm.
- Additional hours may also be available to cover store shifts as needed or to assist with special projects.
- Base pay is \$15-\$20/hour commensurate with experience.
- Position to start immediately.

Job Duties

- Provide excellent customer service, including in person, over the phone, and via electronic communications.
- Order sheet music and books, instruments, accessories, and gifts.
- Maintain the store's music and retail inventory.
- Manage accounts receivable.
- Help with the upkeep and maintenance of the facilities, including event setup and teardown.
- Responsible for closing the retail store at the end of day.
- Work closely with the School of Music Manager to ensure customer, teacher, and student needs are met.
- Occasional medium lifting of music, boxes, instruments, chairs, music stands, etc. is required.

Skills/Qualifications

- Willingness to learn
- Outgoing and proactive
- Organized and detail-oriented
- Strong communication and interpersonal skills
- Comfortable interacting with customers, teachers, and students on a regular basis
- Comfortable working both independently and in a team setting
- Analytic and creative problem solver
- Possesses cultural awareness and sensitivity
- Demonstrates sound work ethics
- Proficient knowledge of Microsoft Office and Google software products
- Proficient knowledge of social media, including Facebook, Twitter, and Instagram
- Experience with retail management, customer service, and office administration is preferred.
- Music experience is helpful but not necessary; management and business skills are more important.

To apply, please send résumé to info@pocosom.com. *Child Abuse History, FBI Criminal Record, and Pennsylvania Criminal Record Check clearances will be required for employment.*