

POSITION OPEN
PYCO School of Music & Music Store Manager

Position Title: PYCO School of Music & Music Store Manager

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

Job Description

- The Music Store Manager is an essential 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 Director, PYCO Operations Manager, and other employees, the Store Manager will be responsible for the day-to-day operations of the PYCO School of Music & Music Store. This position also provides the opportunity to implement creative ideas and has potential for growth.
- The Store Manager is a part-time position with the PYCO School of Music & Music Store comprising of approximately 23-30 hours per week.
- Store Manager work hours are Mondays through Thursdays from 2 pm to 7 pm, and Fridays from 2 pm to 5 pm. Saturday and Sunday hours are optional.
- Base pay is \$20/hour.
- 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 the School of Music's instrument rental program.
- Coordinate private lesson requests between students and teachers.
- Schedule teaching studio, practice room and recital hall rental requests.
- Help maintain the PYCO School of Music website.
- Help with the upkeep and maintenance of the facilities.
- Assist with public relations, marketing, and social media.
- Train and provide direction to store employees.
- Work closely with the School of Music Director and the PYCO Operations Manager to ensure student, parent, and teacher needs are met.
- Occasional medium lifting of music, boxes, instruments, chairs, music stands, etc. is required.

Skills/Qualifications

- Outgoing and proactive
- Organized and detail-oriented
- Strong communication and interpersonal skills
- Comfortable interacting with students, parents, teachers, and employees 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
- Willingness to learn
- Proficient knowledge of Microsoft Office and Google products
- Proficient knowledge of social media, including Facebook, Twitter, Instagram and Google ads.
- 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@pycosom.com. *Child Abuse History, FBI Criminal Record, and Pennsylvania Criminal Record Check clearances will be required for employment.*