



CUSTOMER SALES & RETAIL MANAGER

Job Reference: CY10/024

Hours: full time, 40 hours per week

Location: The Courtyard Centre for the Arts, Edgar Street, Hereford, HR4 9JR

Salary: £20,000 - £22,000

Closing Date: Wednesday, 22 January 2020

Interviews: Wednesday, 29 January 2020

This is an exciting opportunity to join the busy Sales team at The Courtyard, leading a lively, friendly and dedicated bunch of front-line staff in all Box Office and direct sales aspects at The Courtyard.

The new role will also be leading on the set up and launch of a new retail space, including:

- Leading on the development of the space
- Researching products/stock
- Networking with suppliers and artists
- Establishing an identity and product range that reflects The Courtyard brand
- Purchasing and negotiating product acquirement
- Monitoring the performance of retail products to maximise the profitability of the department

Applicants will need managerial experience and be able to lead and motivate the team. Experience of using customer relationship management systems is essential as is working in a sales/customer-facing environment. Working in retail is preferable. You'll assist the Head of Marketing & Sales with the development and implementation of a range of sales and marketing strategies to increase attendance and generate income. Your creative thinking and problem solving skills will be invaluable assets.

In return, The Courtyard offers:

- Competitive salary
- Chance to join a dynamic company where you will play a role in the success of a brand new part of the business
- Complimentary show tickets
- Staff discount on food and drink
- Free on-site parking

If you are interested in finding out more, please download an application pack from The Courtyard's website at <https://www.courtyard.org.uk/job-vacancies/>. If you wish to apply you will need to complete and return the application form by the closing date.