

JOB ANNOUNCEMENT

Cumberland Valley School of Music

Job Title: CVSM Music Store Manager

Part-time, non-exempt

DEFINITION: The CVSM Music Store is a segment of Cumberland Valley School of Music. The primary location is on the 2nd floor of Thomson Hall on the Wilson College campus, Chambersburg, PA. The store is an affiliate of Music & Arts, Inc. and provides instrument rentals and sales, music accessories, and printed music. The manager is responsible for operating and managing the music store.

HOURS: Monday – Thursday 12:00 PM – 6:15 PM (25 hours per week); weekly hours may be expanded during high traffic times during rental season (Sept – early October)

SALARY: starting at \$12.00 per hour

DIRECTLY RESPONSIBLE TO: CVSM Executive Director

WORKS WITH: store customers, Music & Arts personnel, CVSM bookkeeper, Greencastle branch manager.

DUTIES AND RESPONSIBILITIES: Sell to customers, track inventory, place and fill orders in a timely fashion, work as liaison with Music & Arts, communicate with CVSM and Chambersburg Area School District (CASD) music faculty, attend CASD rental nights, input information into the Music & Arts Portal, provide sales slips, invoices, etc. to the bookkeeper, and other duties as assigned

QUALIFICATIONS:

Education: High School Degree Required. Music knowledge and experience is highly recommended.

Knowledge: musical instruments (band, orchestra, folk, etc.), instrument families, basic mechanics of instruments, basic computer skills including Microsoft Office programs

Skill and abilities: Attention to detail, Business acumen, communication, customer service, basic math, and ability to read music.

Other characteristics: organized, friendly, able to work within a team, flexible, and independent worker

DEADLINE: send letter and resume to Heather McEndree (hmcendree@cvsmusic.org) by January 10th. Interviews will be scheduled for January 12-14.