

ATLANTA BALLET

GENNADI NEDVIGIN • ARTISTIC DIRECTOR

BALLET BOUTIQUE ASSISTANT

POSITION DESCRIPTION

This position is part time, hourly, supporting the daily management of the Atlanta Ballet Boutique, reporting to the Boutique General Manager. This is a public contact position.

DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

Midtown/Buckhead Boutiques:

Responsible for transacting sales at the Michael C. Carlos Dance Centre Boutique (MCC) and/or the Buckhead Boutique during business open hours and maintaining proper stock levels, which include the following:

- Handle customer purchases, exchanges and inquiries.
- Maintain all store equipment and supplies
- Maintain store appearance for tidiness and stock levels.
- Assist in weekly inventory of all dancewear items as requested by Boutique management.
- Complete register closeouts, review for accuracy, deliver to Boutique management.
- Assist with pricing and receiving as requested.
- Stay current on all NCR Silver and theatre credit card machine functions.
- Assist with the delivery of all online sales.

Theatre Boutique

(Temporary boutique set up at venues during performances)

- Handle customer purchases, exchanges and inquiries.
- Maintain booth displays as needed.
- Maintain stock levels as needed.
- Act as an ambassador for Atlanta Ballet.

Fiscal responsibilities:

Adhere to the Ballet's cash and credit card handling policies and procedures; ensure that all transactions are properly executed and that cash and merchandise is safeguarded at all times. Support and enforce all store policies.

Additional Note:

Business needs will dictate the scheduled work hours for this position.

Send resume and cover letter to Leslie Campbell-Judge at Boutiquebuyer@atlantaballet.com. No phone calls, please.

Atlanta Ballet is an Equal Opportunity Employer.