



FRIENDS OF THE MILWAUKEE PUBLIC LIBRARY BOOKSTORE MANAGER

Overview:

The Bookseller is a unique used book, media, and gift store located in Milwaukee's Central Library, 814 West Wisconsin Avenue, Milwaukee, WI. Operated by the Friends of the Milwaukee Public Library (MPL) and staffed entirely by volunteers, it generates revenue for the organization that is used to support library programs and services. The Bookseller's manager is responsible for a variety of tasks as well as volunteer supervision. This is a part-time position, 15-20 hours weekly, reporting to the Friends of MPL Board of Directors.

Responsibilities:

- Oversee The Bookseller used book store, sales, and relationships with key online vendors
- Sort, select, price and rotate donated books and other media
- Manage incoming books and media donations
- Implement and maintain required COVID19 safety protocols for patrons and volunteers
- Order new merchandise and supplies
- Track sales and make bank deposits
- Coordinate quarterly book sales and other events
- Schedule and coordinate meetings with volunteers
- Oversee donation requests from non-profits
- Act as a key liaison to the Friends of the Milwaukee Public Library Board, Milwaukee Public Library Foundation, and Library team
- Other duties as assigned

Volunteer Staff Supervision:

- Supervise a dynamic volunteer team
- Recruit, hire, and train new volunteers
- Cultivate unique talents and skills
- Schedule shifts
- Facilitate communication with all volunteers
- Actively participate in decision making

Skills, Traits, and Abilities:

- Retail experience preferred
- Strong verbal, written, and interpersonal skills
- Excellent organizational skills and attention to detail
- Ability to engage with a diverse customer base
- Ability to work independently as well as with a team
- Ability to interact professionally with donors, library staff and Friends board members

Educational Requirements: Associate Degree and/or Relevant Experience

Availability and Hours: Will range from 15-20 hours a week, primarily during library browsing hours (M-F, 10am-5pm). In the event of a scheduling issue (such as a call-in or no-show), the manager will be responsible for coordinating coverage.

Salary: \$15/hour plus 5% employer contribution to retirement savings fund

How to apply: Please email cover letter and resume to Friends@mpl.org by September 15, 2021. Include in subject line: **"Bookseller Manager Position."**