



## Union Station Pop-Up Merchandise Kiosk Manager – Job Description

**National Cherry Blossom Festival, Inc.**, a 501(c)(3) not-for-profit organization based in Washington, DC, is currently seeking a Merchandise Kiosk Manager to manage and sell official National Cherry Blossom Festival merchandise and provide excellent customer service at our Union Station Pop-up shop. The Pop-up shop runs from the first weekend in March through Mid-April 2020.

### Company Description

The National Cherry Blossom Festival, Inc. is a 501(c)(3) not-for-profit organization dedicated to promoting the beauty of nature and international friendship through year-round programs, events, and educational initiatives that enhance our environment, showcase arts and culture, and build community spirit.

### Job Description

The Merchandise Kiosk Manager performs the following functions:

- Manage the Information and Merchandise Kiosk at Union Station, the Dance and Choir Rehearsal, and the Cherry Blossom Credit Union 10-Miler Run Expo merchandise booth.
- Manage part-time and full-time staff, as well as volunteers, who work at the US Kiosk, Dance and Choir Table and Expo Booth, including scheduling shifts, communicating with staff and NCBF, tracking payroll and recruiting staff.
- Manage inventory and reconciliation procedures for the Kiosk.
- Provide exceptional customer service.
- Share directions and National Cherry Blossom Festival information with visitors.
- Handle cash and credit cards, including recording and reconciliation, depositing cash on a daily basis, and ensuring that proper change is available for cash drawers at all times.
- Ensure that the kiosk and surrounding area are kept clean and tidy. Organizes storage and fills in display as needed.
- Provide to NCBF a complete inventory and reconciliation for the US Kiosk at load-in and load-out
- Maintain appropriate levels of inventory including deliveries, inventory control and recommending goods and supplies for reordering.
- Responsible for making sure that all policies, procedures and controls are followed.
- Assist NCBF to review and vet potential boutique merchandise to be sold online or at physical venues.

### Time Commitment:

- February 2020 – April 2020
- Five to Six Days per week

### Qualifications

- Excellent customer services skills
- Superb communication skills
- Familiarity with Square a plus
- Ability to use and navigate an iPad
- Experience in retail management strongly preferred
- Excellent attention to detail
- Thorough organizational prowess
- Polished demeanor
- Grace and poise under pressure
- History of managing & working well within in a team environment
- Scheduling & ability to adapt quickly
- Ability to lift up to 30 pounds when needed
- Ability to be on feet standing for up to 8 hours a day

### Application Instructions

Please send cover letter and resume to Nick Field, Finance Manager [nfield@ncbfdc.org](mailto:nfield@ncbfdc.org). Applicants will be notified via email if they have been selected for an interview.