

The Los Angeles Philharmonic Association is currently seeking a:
Assistant Store Manager, Music Buyer

Founded in 1919, the Los Angeles Philharmonic Association's mission is to perform, present, and promote music in its varied forms at the highest level of excellence to a diverse and large audience, both at the Walt Disney Concert Hall and the Hollywood Bowl. The Los Angeles Philharmonic Association is dedicated to continuing its pre-eminent status in the music world of the 21st century.

Position Summary:

Oversees music-related retail category sales and activities for the Retail department. A comprehensive knowledge of music, especially classical music artists and repertoire is required to oversee the retail strategy, assortment, execution and performance of the music and book categories. This role includes product assortment, purchasing, sales and margin, product promotions, inventory levels, vendor relationships, category analysis and in store artist events. In addition to overseeing the music and book category, this role serves as a Manager on Duty for the LA Phil and Hollywood Bowl Stores.

Position Elements:

Inventory Management and Purchasing-Music and Books:

- Develops and executes relevant category assortments for recordings and books to support the LA Phil's programmatic and financial objectives
- Manages distributor, label and publisher relationships including negotiating price, release dates and delivery schedules
- Prepares orders, reorders, and returns specific to sales and inventory goals
- Generates weekly, monthly and annual category analysis reports
- Oversees visual merchandising for the categories both in store and online
- Receives incoming shipments, reconciles mis-shipments, damaged goods and returns to vendor
- Completes markdowns as directed to maximize turns and keep stock fresh
- Completes accurate inter-store transfers between the LA Phil and Hollywood Bowl Stores
- Coordinates and executes artist and author signings and merch sales events in collaboration with the artistic and marketing departments - orders products, prepares marketing information, sets up equipment, generates reports and returns unsold product
- Ensures the retail team is fully versed about all LA Phil programs and the relevant supporting products
- Assists with physical inventory and cycle counts
- Other duties as assigned

Store Operations and Management:

- Operates stores to ensure compliance with LA Phil standards, policies and procedures.
- Assists on sales floor and serves as a role model for selling behavior and customer service.
- Coaches sales associates in product knowledge, customer service guidelines, store operations, policies and procedures.
- Maintains store appearance and product presentations
- Serves as Manager on Duty for customer service matters, responds and resolves issues to customer's satisfaction.
- Develops thorough knowledge of point of sale software and hardware. Ensures timely resolution of point of sale technical issues.
- Ensures stores are orderly and maintains organized, neat and safe stockrooms

Position Requirements:

- BA degree in music or related field or relative experience and extensive knowledge of historical and contemporary classical music
- A minimum of five years' experience and proven success in creating positive vendor relationships, assortment planning and buying in a musical retail environment
- Demonstrated ability to meet deadlines, to multi-task and thrive in a fast-paced retail environment
- Experience with retail operations, management and coaching a sales team
- Must be able to work collaboratively across teams and follow through on projects
- Strong written and verbal communication skills
- Strong analytical and financial reporting skills
- Available to work evenings and weekends on a regular basis
- Required travel between the Hollywood Bowl and the WDCH
- Proficient in POS inventory control systems, Microsoft Office, Word, and Excel

How to apply:

Complete the online application by clicking [here](#).

- Complete the application with all pertinent information.
- At the end of the application, a confirmation page will appear when your submission has been successful

The Los Angeles Philharmonic Association will consider for employment qualified Applicants with Criminal Histories in a manner consistent with the requirements of the FCIHO.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

It is the Los Angeles Philharmonic Association's policy to provide equal employment opportunity for all applicants and employees. The Association does not discriminate on the basis of race, color, religion, religious creed (including religious dress and religious grooming), sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding, or related medical conditions), sexual orientation, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition or information, genetic information, marital status, gender, gender identity, gender expression, military status, veteran status, or any other basis protected by federal, state, or local law. Consistent with the law, the Association also provides reasonable accommodation for disabled applicants and employees in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act, for pregnant employees who request an accommodation with the advice of their health care providers, for pregnancy, childbirth or related medical conditions; for employees who are victims of domestic violence, sexual assault or stalking; and for applicants and employees based on their religious beliefs and practices.