



Position Title: Retail Boutique Associate

Reports to: Managing Director of Operations

Supervises: Volunteer Staff

Compensation: Starting at \$12.00/hr

Employment Type: Part-time

Date: 9/21/17

The Goh Ballet Academy achieves the highest levels of professionalism in classical ballet training and performance productions while supporting its students' passion for dance and dedication to their art. With steadfast commitment for over 35 years, Goh Ballet offers vibrant, innovative and diverse dance educational experiences to students, taught by award winning instructors.

The Goh Ballet Shop is located on the premises of the Goh Ballet Academy at 2345 Main Street and carries an extensive range of dance merchandise. Products include soft ballet slippers and pointe shoes, as well as Goh Ballet Academy uniforms and other dance accessories. The Goh Ballet Shop serves as a place for our students to be able to acquire ballet attire in-house and provides easy access to these items and accessories for dancers and parents.

Responsibilities

- Keep all items and sizes in stock as needed
- Organize the shop merchandise keeping shelving and inventory neat, clean and labeled
- Cataloguing and tracking of all inventory
- Sell uniforms, slippers and other accessories to Goh Ballet Academy students
- Submit orders to wholesalers for merchandise
- Monitor staff shifts of the Shop to ensure that the shop has an employee on duty during all shop hours
- Cashier responsibilities and minor bookkeeping
- Reconciliation of revenue and expenses
- Manage merchandise tables at various performances throughout the year

2345 Main Street
Vancouver, B.C. V5T 3C9

p: 604-872-4014
f: 604-872-4011

www.GohBallet.com
info@GohBallet.com



Qualifications

- Strong knowledge of retail tasks and duties
- 1+ years of experience in a retail setting
- Completion of High School Grade 12 or higher
- Knowledge in ballet, ballet apparel, and footwear an asset
- Ability to fit Pointe shoes is an asset (please mention if you have experience fitting Pointe shoes)
- Great customer service skills
- Ability to work independently and take initiative
- Ability to adapt to new situations and customer quickly and easily
- Efficient self-management of time
- Outgoing and friendly personality
- Enthusiasm for ballet is an asset

Hours : Part-Time Hours (Approximate Schedule Listed Below)

Wednesday & Thursday – 3:00pm-5:30pm

Saturday – 10:00am-3:00pm

Start Date: Immediate

Please email a cover letter and resume with the subject line “Retail Boutique Associate” to: Karina Bharne, Managing Director of Operations (kbharne@gohballet.com). We thank you for your interest, however, will only be contacting qualified applicants.

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