



**Internships at the Levitt Shell** are a way for talented college students to do more than interact with professionals in fields that interest them – our internships serve as gateways for students to partake in making the vision that we have for the Levitt Shell a reality. Our mission is building community through free music and education, finding common ground in a diverse audience.

### **Title**

Merchandise Intern

### **Description**

The Merchandising Intern is responsible for developing and working in the Levitt Shell Gift Shop during the summer and fall concert season promoting both branded and non-branded merchandise. Ensuring guests are greeted, assisted and provided outstanding customer service as well as generating sales and business management in accordance with policies and procedures.

### **Major Areas of Responsibility**

Maintains the nightly operation of the gift shop

Assists in merchandising functions

Accurately complete customer purchases and process all payment tenders.

Assists in cash handling functions including POS system, registers and daily reporting.

Assists guests in suggestive selling and customer service

Assures gift shop area achieves the highest standards in areas of cleanliness, presentation and service.

Establish personalized yet professional rapport with customers

Maintain a working knowledge of the Levitt Shell mission

Any other duty as assigned by the Strategic Initiatives Coordinator

### **Desired Qualifications + Requirements**

Flexible Schedule: Must be available to work weekends and some holidays/school breaks

Excellent communications skills and desire to provide a friendly and enjoyable customer experience

Demonstrates values of collaboration, accountability, authenticity, trust and learning

Commitment to the consistent production of high quality, detailed work

Organizes, plans and schedules in an efficient, productive manner

Collaborates with people of different races, backgrounds, experiences and educational levels

Enthusiastic, dependable, self-motivated and self-aware

### **Education + Experience**

Experience with handling cash/operating Point of Sale register preferred

Previous retail experience preferred

### **Physical Demands + Working Environment**

Ability to stand or walk constantly during shift

### **Hours + Duration of Internship**

As specified by University requirements; flexible according to intern's overall schedule.

**To apply, visit [www.levittshell.org/job-openings](http://www.levittshell.org/job-openings).**