

Gift Shop Manager (seasonal)

Utah's largest event is seeking a friendly, highly motivated self-starter to join our team for the 2023 Utah State Fair. The Gift Shop Manager is responsible for supporting all areas of the Utah State Fair Gift Shop to help maximize revenue opportunities for merchandise sales.

Dates of Employment – Immediately – September 20, 2024 - includes the dates of the 2024 Utah State Fair (Sept. 5-15), plus setup days prior to the Fair, and any necessary services before and after the Fair (i.e. sourcing retail merchandise and supplies, planning layouts, emails, phone calls, in-person meetings leading up to the Fair, etc.).

Status - seasonal

Hours – Hours are as needed leading up to the Fair (working from home)

Setup days – Aug 26 – Sept. 5

During the Fair (September 5-15) applicant must be available to work the hours of the Fair.

Pay Rate - \$3,000 flat rate

Reports to – Marketing Director

Duties included but not limited to:

- The daily operation of the Gift Shop during the 2024 Utah State Fair and helps to develop and implement strategic plans for driving sales and increasing Fair traffic to the shop.
- Working with Marketing Director to purchase Gift Shop merchandise (souvenirs, sundries, etc.) and solicit unique locally made products for consignment.
- Oversees store setup before Fair and breakdown at the end of Fair
- Hire, schedule, and train seasonal staff, guide new hires through the HR (employment paperwork, obtaining badges, etc.)
- Maintain accurate shop records: reports, transfers, timecards, and inventory control.
- Receive direct deliveries from suppliers and process the necessary documentation, verifying that all merchandise listed on an invoice has been received.
- Transact sales on a point-of-sale system quickly, accurately, and efficiently.
- Assist customers in selections and promote sales, providing exceptional customer service to Fairgoers.
- Maintains shop appearance, cleanliness, and maintains visual merchandising standards and impact.
- Alerts Fair Management to shrinkage, guest problems and concerns as necessary.
- Promote a positive, fun and professional atmosphere in the gift shop that is a great representation of the Fair brand.
- Perform all other duties as assigned.
- Other duties as assigned.

Qualifications

- The ideal candidate should have retail supervisory experience. Working with souvenirs, gifts, local products, or consignment is a plus.
- Solid written and verbal communication skills, ability to handle multiple tasks with little supervision.
- Must be a self-starter, reliable, energetic and outgoing.
- Possess excellent problem-solving skills, be detail oriented, organized and have ability to make decisions under pressure.
- Able to work long hours, nights and weekends during the Fair.
- Proficiency with POS systems.
- Current driver's license and reliable vehicle preferred.

Physical Requirements

- Must be able to lift 20 lbs., standing and walking, sitting, climbing, stooping, kneeling, crouching, reaching, pushing, pulling.
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To Apply submit a current resume and references to: holli@utahstatefair.com or mail to Utah State Fair
Attn: Holli Buxton 155 North 1000 West , Salt Lake City, UT 84116