

# Mystery to Me, an independent bookstore

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## Event Manager & Bookseller

- Part-time salaried (25-30 hours/week, 12 months)
- Salary commensurate with experience
- Flexible schedule required including day, evening, and weekend hours
- Applications must include a cover letter, resume, and a list of up to three references
- Examples of prior event management experience are appreciated

### Event Manager Position

Mystery to Me has garnered attention for being a welcoming space and for offering a wide variety of community events both in-store and off-site. This position will work on all aspects of the events marketing cycle, including but not limited to communicating with publicists and authors, writing, copyediting, and distributing media press releases; using Edelweiss to request author events; posting events to the store website and maintaining other relevant website content; creating and scheduling email newsletters as they relate to the events; and using social media to promote events. The event manager will host some author events and will assist in training event hosts, and will also work to maintain event supplies.

In addition to author events, the Event Manager will work on marketing materials for all in-store programming, including book clubs, holiday promotions, independent bookstore day, reading hours for children, and general store marketing and communication. The key will be to grow Mystery to Me's presence and brand.

Additional responsibilities and projects may be added for qualified candidates who are interested in growing with the bookstore.

### Bookseller Position

In addition to being the event manager, the successful candidate will be a bookseller. For people who are avid readers, working in a bookstore is often a dream come true. You're surrounded by books! Nevertheless, there isn't a lot of reading that goes on in the work-life of a bookseller. The job demands a careful attention to customers, greeting them, talking with them about what they like to read, and ultimately selling them books they'll love.

### Qualifications

- Strong communication skills
- Excellent time management and organizational skills

- Ability to learn and manage new technology (the store's POS system is Booklog)
- Ability to update the store's website
- Ability to work under pressure
- Willingness to work autonomously and also be part of a team
- Ability to lift 30 pounds or more
- Availability to work flexible hours for hosting events

### **Prerequisites Desired**

Familiarity with the book industry, especially in terms of independent book retail. Experience with book-related events programming and/or marketing. Interest in a long-term career in bookstores. The successful candidate will be an avid reader.

**Application Due: April 1, 2019**

**Position available immediately**

### **Physical demands and work environment**

The position often requires the ability to lift cartons of books often weighing more than 30 pounds each. It also requires the ability to climb up and down ladders to reach and/or shelve inventory.

### **About our Store**

Founded in 2013, Mystery to Me has evolved from a store selling primarily mystery, to a small, general independent bookstore. We curate a wide selection of mystery which is complemented by a generous selection of literary fiction, NYT best-sellers, Indie Next Picks, local author titles, and books from small presses that we enjoy handselling to our customers. We also offer a delightful selection of children and young adult titles.