



## Job Description

### General Manager, The Academy Shop

Be a part of The Academy's new business endeavor, The Academy Shop, a one-stop shop for marching arts accessories, instruments, and equipment. The Academy is looking for a motivated individual that will take this upstart business and build it to a viable, impactful institution that supports both new revenue for The Academy programs and positively impacts local and national performing arts institutions through incredible service and products.

#### POSITION DETAILS:

- The General Manager reports to the Executive Director of AAPA.
- Work involves a non-traditional work schedule and is considered part-time. 25+ hours a week in office and/or in the field is expected for portions of the year. Other slow season hours may be less than 20 hours per week.
- Position begins as a commission-based arrangement.
- Work may involve occasional nights/weekends.
- General Manager must be located in the greater Phoenix area.
- Must have reliable transportation and be able to attend meetings & events.
- May be asked to travel on occasion.
- The candidate **MUST** be able to successfully pass a comprehensive background check.

#### RESPONSIBILITIES INCLUDE:

- Establish and maintain relationships with potential suppliers;
- Maintain and evolve business website/e-commerce site;
- Obtain and maintain new customers in the marching arts/pageantry community, initially within the state of AZ;
- Receive and record orders from customers in the general ledger and other records as may be required;
- Place orders with suppliers and follow up to package and ship, or otherwise ensure timely delivery to customers;
- Maintain accurate inventories if and as needed for manufacturers, suppliers and insurance;
- In the case of used instruments, props, uniforms, etc., ensure the merchandise is properly prepared before delivery to customers;
- Ensure all supplier invoices are paid timely;
- Follow up on past due customer payments;
- Attend trade shows and other constituent events as appropriate;

- Create reports as required that accurately reflect activity and performance;
- Develop appropriate cultivation strategies for sales prospects.

**DESIRED QUALIFICATIONS:**

- Bachelor's Degree, preferably business related
- Marketing experience/education would be ideal
- Experience within the marching arts
- Highly organized with great communication skills
- Computer literacy including email, social media platforms, Excel, Quick books, Shopify et al.