

Part-Time Shop Manager



19 September – 23 December

The **Bermuda National Trust** is seeking a part-time, temporary manager for its Trust Treasures shop and Christmas Pop-Up Shop at Waterville, 2 Pomander Road, Paget. This job may suit a retired person with retail experience.

Trust Treasures

The shop will be open from 23 September to 26 November. It sells donated items of high quality such as artwork, fine china, ornaments, silver and brass, jewelry, rugs, general antiques and curios, especially Bermudiana. It will open on Thursdays, Fridays and Saturdays and the sales staff are primarily volunteers. The manager will work ten hours a week for this period.

Christmas Pop-Up Shop

The Christmas shop will open from 3 to 23 December, Tuesday to Saturday and is primarily staffed by volunteers. It sells Christmas ornaments and decorations, gifts and stocking stuffers, including many Bermuda-made items. The manager will work 12 hours a week for this period.

Responsibilities include:

- coordinating and overseeing volunteers, including covering for absences
- managing the finances, with weekly reconciliation of cash and credit card sales
- sorting and pricing donated items (with volunteer help)
- sourcing, ordering and pricing merchandise for the Christmas shop
- keeping the shop well-displayed and attractive

Preference will be given to those with retail, volunteer management and administrative experience. A warm and friendly personality and good customer service skills are essential.

Hours are flexible but will include times the shop is closed (for sorting and organizing) and times it is open (to support volunteers or cover shifts if necessary). Salary is \$20 per hour.

Letters of application should be sent to Karen Border karen.border@bnt.bm by 5pm on Thursday 8 September. Please provide contact details for two referees.