



## Shop Operations Coordinator

Long Beach, CA

### Overview

Compound is a cultural complex in the heart of the Zaferia district of Long Beach. Compound is dedicated to the intersection of art, wellness and community engagement. It is a new space for culture and community to promote connectivity and belonging.

Compound's approach is holistic and includes multiple entry points for engagement. We conceived public programming ranging from contemporary art exhibitions and immersive experiences, classes, and workshops in the healing arts, performances, dining, and a location to wander and reflect—all an effort to promote our values of creating connections, belonging, and fostering curiosity and growth.

We are driven by the belief that *culture shifts consciousness*. Culture provides a safe context to reexamine ourselves, purpose and bettering our communities.

The Shop Operations Coordinator is responsible for managing the shop during Compound's business hours as well as during off-hours events. The Shop Operations Coordinator reports to the Chief Operating Officer and assists in a variety of initiatives to support our ongoing and varied business needs.

### Responsibilities

- Manages retail store and all associated store opening and closing duties.
- Works closely with COO to analyze the sales data and prepare the monthly financial statement and sales report.
- Ensures sales opportunities are maximized through the right product and communicates inventory opportunities to the merchandise buyer.
- Welcomes, engages, and demonstrates product to customers; must be able to effectively communicate exhibition information, program information, product features, artist information and product stories as well as the mission of Compound.
- Unloads, unpacks, inspects, labels, and organizes shipments.

- Checks items received against shipping invoice to ensure shipment accuracy.
- Accurately prepares and packs in-store and online orders.
- Replenishes the sales floor each morning and throughout the day as necessary.
- Conducts regular store inventory to identify items to be reordered or replenished.
- Uses inventory control software to log information.
- Packs defective items or overstock and arranges any return shipments.
- Prepares for and executes all inventory counts.
- Participates in deep-cleaning activities daily as needed.
- Stays abreast of and follow all policies and procedures.
- Other duties as assigned.

#### Skills, Abilities, Knowledge

- General knowledge of information technology and business software applications.
- Ability to effectively communicate, both in writing and verbally, including the ability to persuade others.
- Ability to identify and positively resolve visitor issues ‘in the moment’ with a customer service mindset.
- Strong decision-making skills.
- Ability to professionally present information to a wide variety of internal and external stakeholders.
- Meticulous, detail-oriented organizational skills.
- Ability to consistently demonstrate a strong work ethic.
- Previous experience with ShopifyPOS is a plus.

#### Experience, Qualifications

- Retail management or retail leadership experience is required; retail experience in culture, art, and design / hospitality environments is preferred.
- Naturally enjoys interacting with people of all ages.
- Must be able to frequently lift and/or move up to 15 pounds.
- Must be able to operate a computerized point-of-sale system (POS).
- Must be able to stand between 4-6 hours consecutively.
- Must be able to work Wednesdays – Sundays; flexible schedule may include holidays, exhibition openings, & late-night special events.
- A high school diploma, or the equivalency in acquired knowledge, is required.

### Compensation

Pay is \$17-20/hour. This position is non-exempt, hourly, with a minimum of 32 weekly hours and may approach 40 hours. For benefit purposes, it is considered a full-time position.

### Equal Opportunity Employer

We are an equal opportunity employer, and we aspire to reflect the diversity of Long Beach in both our staff and visitors. We will consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We believe that by actively building a workforce of the brightest people from the widest possible range of backgrounds, we can innovate, inspire, and engage with the widest possible audience.

### To Apply

Please send a resume and cover letter to [careers@compoundlb.com](mailto:careers@compoundlb.com).