



Position: Children's Specialist - 30- 40 hours per week (est. \$18 - \$20/hr. commensurate w/experience)

{pages} a bookstore is a local independent bookstore serving the South Bay of Southern California from the heart of downtown Manhattan Beach, steps from the ocean and world famous Strand.

{pages} seeks a qualified, enthusiastic, self-directed individual to serve as our children's specialist to curate our front list and backlist ordering, oversee merchandising in the children's section and coordinate children's events both in-store, and in partnership with our local schools and libraries.

Responsibilities include but are not limited to:

- Frontlist and backlist book ordering for the children's department
- Reading and reviewing children's and YA books for shelf talkers and Edelweiss
- Establishing and maintaining valuable relationships with children reps from our publishing partners
- Writing proposals for author events
- Merchandising the children's department and window displays
- Coordinating and overseeing weekly story times
- Coordinating author school visits
- Overseeing our children's and YA books clubs
- Supporting, fostering, and nurturing relationships with school and public library children's librarians.
- Working some weekends and evenings

Note: Some ordering, writing of event proposals and event planning can be done remotely. Approximately 20 hours per week must be in store and on the sales floor.

Qualifications:

- Book and/or retail experience a big plus
- Enthusiastic, passionate, and knowledgeable about children's literature and children's authors
- Proficient in Microsoft Office Suite (Word, Excel, Outlook)
- Comfortable with computers
- Strong customer service and communication skills
- Knowledge of bookstore POS and other systems a plus (Anthology, Edelweiss, Above the Treeline and Square)
- Friendly, warm, team player
- Strong interest in working with children, parents and grand parents
- Self-motivated, the ability to multi-task and quickly shift focus
- Own transportation for traveling to schools and offsite events preferred

Please submit cover letter and resume to Linda McLoughlin Figel – linda@pagesabookstore.com