

BookPeople is looking to hire an Events Manager! The manager will work closely with the stellar Events & Marketing team, as well as the graphic designer and marketing coordinator, to support all aspects of producing in-person and online events. The manager will manage a team of event hosts, including but not limited to assisting in hiring, training and scheduling.

SUPERVISORY RESPONSIBILITIES:

- Event Hosts

DUTIES:

- Online and in-person event coordination and execution
- Book Club coordination
- Assist with stock signings
- Assist Events & Marketing Manager with large partner events like Texas Book Festival, SXSW, Conference for Women (TX, MA, PA, and CA).
- Maintain Virtual Events & Promotion spreadsheet
- Communicate effectively and efficiently with the Marketing & Events team, in conjunction with Internet Orders and/or Mail Orders team, on overlapping project
- Assist in hiring and managing event host team
- Create and maintain a system of tracking event registration rates, and communicate marketing recommendations with Events & Marketing Manager and Marketing Coordinator
- Assist in the management of the Events Basecamp tasks, assignments and due dates
- Create, send out and recap results of customer surveys from events
- Livestream events, as needed

QUALIFICATIONS:

- Excellent and friendly service for every customer whether they be in the store, online or on the phone.
- Excellent written and verbal communication skills; must be comfortable speaking in front of an audience
- Strong problem-solving and time management skills with the ability to ask for clarity, when needed
- Extremely detail oriented, with the ability to keep track of and follow up on multiple detailed tasks
- Experience in publishing, bookselling, or events management preferred
- Genuine interest in and enthusiasm for contemporary literature and nonfiction, especially work that is diverse and published by small presses
- Familiarity with the book industry, including knowledge of contemporary titles and basic understanding of publishing and independent bookstores, and events
- Required to drive a delivery van to haul books to offsites, etc. Candidates must have a clean driving record and will be required to submit a request for Texas Personal Driver Records to be released to BookPeople

COMPETENCIES:

- Ability to work closely with others in a small team and to coordinate with others across departments
- Ability to adapt to evolving situations and handle unexpected changes with patience
- Ability to work efficiently, multitask and calm under pressure
- Comfortable with public speaking and on-camera work
- Management experience preferred
- Ability to learn new software quickly
- Working knowledge of Google Office Suite and Microsoft Office Suite
- Working knowledge of event management platforms like Zoom & Eventbrite
- Strong analytical skills, with the ability to think strategically

- Works in the best interest of BookPeople and our Community Bound by Books

PHYSICAL DEMANDS:

- Ability to stand and/or move constantly during a shift
- Ability to lift at least 50 lbs of book boxes
- Ability to work on a computer for the majority of a shift

Wage: \$13.50 - \$15.50/hr; depending upon experience.

Schedule Requirements: The regular workweek for full-time employees shall be five (5) days, a minimum of seven (7) consecutive hours per day. Must be able to work early mornings, evenings, weekends and holidays.

Benefits and Perks!

- Eligible for medical, dental, vision, and life/AD&D coverage options for you and eligible dependents after 90 day probationary period.
- Monthly \$75 cell phone stipend
- FREE garage parking in downtown Austin
- Paid vacation, sick, personal, holiday and birthday benefits
- Access to lots of ARCs (advanced readers copies)
- Employee discounts on books, gifts and coffee
- Access to book platforms accessible only to indie bookstores, publishers and the like.
- Marketing beginning and continued education through regional and national bookselling association resources, and more!

Does this sound like THE job for you? To apply, please email a cover letter and resume to Cristina (cristina@bookpeople.com) and Charley (charley@bookpeople.com)

EEO: BookPeople Inc. is an equal opportunity work environment and is considered an affirmative action employer. We are committed to the hiring, promoting, and providing continual equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, or Veteran status.