



# Heifetz International Music Institute

## Music Store Manager Job Description

*The Heifetz International Music Institute is a non-profit organization dedicated to the artistic growth and career development of the most talented and promising young musicians in the world.*

The [Heifetz Music Store](#), located in historic downtown Staunton, VA, is seeking a dedicated Music Store Manager for our upcoming store re-opening. Our downtown store serves as the Institute's Box Office, gift shop, and music store. We also have an [eBay store](#). As an affiliate of [Music & Arts](#), the Heifetz Institute Store is now a hub for instrument rentals and purchases, as well as a provider of a large number of instrument accessories, sheet music, home recording equipment, and more.

The Heifetz Institute Music Store Manager will:

- Possess significant organizational skills and be detail-oriented
- Manage inventory of all merchandise and rental instruments
- Oversee pricing and stock control
- Maintain Music Store budget in collaboration with the Institute's Accounts & Logistics Manager
- Oversee the schedule of Sales Associates
- Develop strategies to raise customer pool and expand store traffic
- Maintain exemplary store condition and visual merchandising standards
- Communicate clearly and effectively with patrons and have excellent customer service skills
- Be a problem solver and quick learner
- Ensure compliance with city, state, and Federal retail regulations and filing requirements
- Ensure security of the Heifetz Music Store and merchandise through the implementation of appropriate security measures
- Ensure compliance with health and safety regulations, as well as organizational policies, including the Institute's commitment to DEI initiatives
- Be a representative and ambassador of the Heifetz Institute's mission, values, and vision

Qualifications:

- Undergraduate degree or equivalent preferred
- Minimum of 3 years related work experience preferred
- Background or strong interest in music. Proficiency on an instrument a plus.
- Working knowledge of business management processes, budgeting, and pricing
- Experience in training and coordinating staff
- Must be able to lift up to 50lbs, some physical labor may be required
- Must be able to stand for long periods of time
- Ability to work evenings and weekends
- Display competency in MS Office, Google Suite, and Apple devices
- Familiarity with Square POS a plus

**This position is part-time. Compensation for this position will be in the range of \$20,000 to \$25,000/year, depending on experience.**

If interested in this opportunity, email our Operations Director & Festival Manager, Claudia Encinas, at [claudia@heifetzinstitute.org](mailto:claudia@heifetzinstitute.org) with the subject line "Music Store Manager Application" and include a cover letter and resume.

*The Heifetz Institute is an Equal Opportunity Employer. We hire based on personal capabilities and qualifications. We do not discriminate because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability or veteran status, or any other characteristic protected by law.*