



# DAYTON DRAGONS PROFESSIONAL BASEBALL

## DAY AIR BALLPARK | DAYTON, OHIO

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### **Full-Time Seasonal Retail Manager**

*March – September*

#### **General Statement of Duties:**

The Seasonal Retail Manager will be responsible for all Dayton Professional Baseball Club Team, team store retail strategies. Responsibilities include, but are not limited to, maximizing sales revenue and profit, creating operational efficiencies, hiring, and training store team members, providing excellent customer service, protecting, and securing assets/inventory, and generating a positive shopping environment for unsurpassed customer service.

#### ***Business Management/Selling/ Fan Experience***

- Hire, supervise and direct team store staff.
- Maximize fan satisfaction by assuring focus of staff is always customer service based.

#### ***Human Resources/Team Member Productivity***

- Train and develop store staff in an effort to assure superior selling, unsurpassed customer service, and effective operational skills.

#### ***Merchandise Operations/Loss Prevention***

- Manage store opening, closing, balancing, and banking procedures.
- When necessary, maintain vendor relationships and act as buyer for store products.
- Maintain strict inventory control standards and ensure inventory is consistently counted for accuracy.
- Assure the focus of the store staff is always on accuracy with regards to stock/inventory.
- Ensure product quality meets merchandising expectations.
- Ensure store cleanliness, maintenance and upkeep meets and exceeds the defined standards and expectations.

#### **Qualifications:**

- College degree preferred but not required.
- 1-3 years of retail experience concentrated in store management, labor management and/or inventory management (preferably in a sports entertainment, specialty retail store, or a department store environment.)
- Must be customer service oriented with a passion for achieving goals and operating a highly professional sports store.
- Familiarity with inventory control procedures and policies.
- Detail oriented with strong analytical skills.
- Positive attitude and strong work ethic a must.
- Excellent written and verbal communication skills.
- Must have strong people skills and be able to motivate staff to achieve goals.
- Ability to work independently and as a team member in a fast-paced environment.
- Computer knowledge and/or experience including but not limited to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft Outlook, POS system.
- General knowledge and experience navigating the Internet.

*\*Continued on next page.*



**Essential Job Functions:**

- Ability to work extended hours based on facility event schedules, workload, and deadlines.
- Ability to lift and transport items weighing up to 50 lbs.
- Required to work extended periods walking and standing, frequently bending, stooping, reaching, lifting, and light load carrying.
- Required game-day duties as dictated by job responsibilities and workload.
- Ability to work the required events which may include but are not limited to baseball games, concerts, and other special events.
- Game-day hour requirement: minimum of 2.5 hours prior to facility opening (gates) and one hour post event and/or as dictated by job responsibilities and workload.
- Non-game hours should be compliant and consistent with front office hours and/or store operations hours, and /or as dictated by job responsibilities and workload.

**Please submit cover letter and resume to:**

Mark Schlein, VP - Finance and Accounting

[mark.schlein@daytondragons.com](mailto:mark.schlein@daytondragons.com)