



2BU Studios / 2BU Professional



Job Title: Retail Store Assistant Manager	FLSA Status: Exempt
Reports To: Store Owner	Employment Status: Part-Time / Full-Time
% Travel Required: little to none	Date Created/Updated: 8/11
Location: Lincolnshire, Illinois	

Summary of Position

If you are a hard worker, interested in learning all there is to know about multimedia and social media, like working with kids and business professionals and willing to do what it takes to help build something great, than this opportunity is for you. We are 2BU Studios (www.2BUStudios.com) and 2BU Professional Studios (www.2BUProfessional.com) , a retail multimedia center for both kids and small businesses. 2BU Studios is a professional recording studio, video production studio, animation studio, and book publishing studio all under one facility.

We are looking for someone to help us with the day to day operations of our retail store. In addition, this person will be responsible for helping us with the marketing and follow-up of customers and opportunities. The position will also be responsible for defining, documenting, and following store procedures, as well as the coordination of all events and planning.

Duties and Responsibilities:

- Day to day management of the retail store
- Management of store employees
- Organizing, Scheduling and facilitating various events, including parties, workshops and classes
- Documenting day to day operating manuals and processes for other stores, while continually looking for opportunities to improve operations
- Management of the store and store operations including opening and closing the store, answering the phones, and scheduling appointments
- Working with marketing team to identify opportunities to generate demand for services as well as performing various marketing activities, including social media activities.
- Following up with potential customers and new customers to help them understand our services
- All areas of servicing the customer



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Knowledge and skills:

- Motivated and energetic personality a must
- Must be a hard worker and good with deadlines
- Must work well with other people, especially children and business professionals
- Must be creative and have a spirit for music, video, writing and drawing
- Prior retail or other related work experience
- Experience working with and motivating kids ages 5 – 15
- Comfort working with various technologies (Apple Computers preferred but not necessary)
- Demonstrated responsibility for management
- College degree or similar college course work preferred but not required

Physical Criteria and Work Environment:

Job requires a self starter, who is outgoing and friendly. Candidate must be able to lead others in addition to take orders from management. Candidate will need to operate comfortably in a child retail environment, working with kids while using computers and other electronic mediums. Weekend work required.

NOTE:

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship.