Job Description: Bookseller

Updated: February 5, 2025

We are seeking booksellers to augment our growing staff of 7+ dedicated, vibrant, and talented booksellers. This is not a temporary position. Successful applicants will read through the full job description and include a resume and cover letter in their application. One year of bookselling or librarian experience is highly preferred.

A Bookseller will:

- Support our community's literacy and overall love of reading by sharing expert knowledge with customers and the store team.
- Contribute to the tone, style, and design of the bookstore environment and bookselling efforts to ensure a welcoming and inclusive environment for the community.
- Act as the point person for pop-up/vendor opportunities and ensure books and materials are ready for those staffing each pop-up.
- Work directly with the management to curate book selections, curate sidelines (gift and other non-book items), and develop events to support literacy and authors.
- Reports to the Bookstore Manager.

Duties include:

- Customer service
- Sales
- Handselling - Making personal book recommendations to customers
- Accurate shelving - including correct section, and alphabetized
- Assisting with in-house and out-of-house events
- Website processing
- Processing special orders
- Writing and posting book reviews
- Creating content about events
- Posting events listings on website and social media, including Facebook, Instagram, and Discord
- Receiving new inventory

- Returns
- Cross-train to support NU Brew Cafe operations
- Other duties as assigned

Requirements:

- Must love people - Friendly, willing to strike up conversations with unfamiliar people
- Must be able to lift boxes over 30 pounds regularly
- Must be able to work a variety of shifts, which may include early mornings, late nights, weekends, and bank holidays. Please note that over key holidays, elective time away requests should be kept to a minimum (Black Friday, Small Business Saturday, December 22-24, others as communicated by store manager).
- Comfort with technology and a willingness to learn new technology solutions, including smartphone ownership
- Must be comfortable with appearance in social media photos and videos
- Access to a reliable vehicle and valid driver's license
- Applicants with retail or restaurant experience preferred

Wages start at $16.00 an hour or beginning pay will be determined by applicant's level of experience.

Benefits include:

- Flexible schedule
- Inclusive work environment and company culture
- Discounts on books, merchandise, and beverages
- Access to advance reader copies (ARCs) of books
- Thanksgiving Day and Christmas Day guaranteed off due to store closure
- Earned Sick & Safe time
- Unemployment insurance
- Workers compensation