

### Visual Coordinator

- Partner with Inventory Manager and Visual Merchandiser in planning, scheduling and execution of a compelling visual environment
- Manage the daily placement of new product
- Participate in weekly planning session with Visual Merchandiser and Inventory Manager
- Create and maintain well-crafted displays throughout warehouse; platforms, installations, vignettes, promotional presentations and signage
- Contribute to development of innovative solutions for “display misfits” such as rugs, textiles, plumbing fixtures and other nonstandard/challenging items
- Effectively manage time to ensure completion of assigned projects on a daily and weekly basis
- Serve as a leader for providing inspiration and ideas to customers about repurposing projects; create examples for display, partner with outside artists to offer workshops or other crafting events, create inspiration boards and before/after materials
- Manage and train warehouse staff in all presentation standards, including maintenance of merchandised areas and signage, customer accessibility, cleanliness and appropriate quantities for display
- Assist with adherence to pricing policy and goal of 100% tagging compliance
- Maintain an awareness of sales process and facilitate efficient transition of sold merchandise to sold & hold area
- Respond to sell-thru with appropriate product placement
- Communicate merchandising concepts to department managers & visual support staff
- Demonstrate strong multi-tasking and improvisation skills in an ever-changing environment
- Maintain an organized and clean display storage area and ensure tools are maintained

### Additional Skills

- Working knowledge of and safety training on all power/hand tools used onsite; i.e. pneumatic tools, saws, drills, sanders, cutters
- Building skills in all areas, from framing to finishing
- Ability to understand working drawings
- Ability to understand retail directives
- 2+ years in-store merchandising experience

## Ideal Backgrounds

- Stagecraft/ theatre
- Interior design/ architecture
- Retail sales/ management
- Event production

\*Portfolio required