

Job description

The Music Shoppe is looking for highly motivated individuals to help our business grow. Founded in 1961, The Music Shoppe serves the needs of Bloomington-Normal's music community. Currently, we have three locations in Normal, Champaign, and Springfield, and our community stretches from north of I-80 to south of I-70.

The heart of our business is band & orchestra; The Music Shoppe works with over 400 schools across Illinois each week. We also carry guitars, drums, sound equipment, digital pianos, print music, and more. Additionally, we have the area's largest repair department and lesson studios. As Central Illinois' oldest and largest music retailer, we truly are a one-stop shop for any musician.

The Music Shoppe has become the area's first choice for all-things-music due to our exceptional staff. As we look to expand upon the quality of our service, we are seeking talented, self-motivated individuals.

Position Title: Print Music Specialist

Location: In Person

Essential Duties and Responsibilities:

- Maintain an in-stock selection of varied print music
- Regularly communicate with teachers to ensure our inventory meets their needs
- Search for & order in music by special request
- Place and receive orders from a wide variety of vendors
- Evaluate new music to anticipate customer needs
- Maintain product displays and organization

Education and/or Work Experience Requirements::

- Degree in music or long-term musical experience. Applicants should possess a broad knowledge of music, orchestration, and composition in order to best serve the needs of the customer.
- Previous experience in sales, customer service, or inventory management.
- Intermediate computer skills. We will train you on our industry-specific sales software, but applicants should have a thorough understanding of Google Workspace (Gmail, Docs, Sheets) and Microsoft Office (Word, Excel).

Qualities in a successful candidate:

- Broad musical knowledge. A background in band & orchestra is strongly preferred.
- Career-minded

- Strong attention to detail
- Ability to communicate accurately and effectively
- Showing an eagerness to learn

Physical Requirements:

- Must be able to lift 25 lbs. on a regular basis
- Must be able to stand for long periods of time
- Must be able to talk, listen and speak clearly on telephone

Hours:

- Monday - Thursday - 10:00 am - 7:00 pm
- Friday - 10:00 am - 6:00 pm

Pay Range:

- \$17-\$20 an hour based on experience

Benefits:

- Full-Time (40 hours/week) w/ opportunity for overtime
- Six paid holidays off, including Thanksgiving, Christmas, and others.
- Health Insurance - (Premium cost shared by employer)
- Optional vision, dental, and life insurance
- \$25,000 of life insurance provided by the Music Shoppe
- Earn up to 2 personal days per calendar year
- Paid vacation and sick time accrual
- SIMPLE IRA with employer matching
- Medical reimbursement
- Employee discount on gear

At The Music Shoppe, we are dedicated to cultivating a diverse, inclusive, and equitable work environment. We recognize that individuals, particularly women and people of color, may refrain from applying if they believe they are not 100% qualified for a position. We encourage applicants with varying levels of experience and backgrounds to consider applying for this position at The Music Shoppe. If you possess the skills and enthusiasm for the role, we invite you to submit your application. Your unique perspective and contributions are valued, and we believe that the right opportunity may be awaiting you.