



VULTURES POSITION DESCRIPTION

POSITION TITLE:	Merchandise Manager
REPORTS TO:	Treasurer
DIRECT REPORTS:	Retail Assistants
DEPARTMENT:	Finance

POSITION PURPOSE:

The Merchandise Manager's role is to oversee the planning, designing, production, and selling of club's player apparel and supporter merchandise.

KEY RESPONSIBILITIES:

The duties of the Merchandise Manager may include but are not limited to:

- Organise sponsor branding and ordering of club player apparel and supporter merchandise
- Monitor trends to determine which products are selling well and which are not
- Working with suppliers to coordinate the production of club merchandise
- Ensuring player apparel is in stock and available for start of football season
- Coordinate roster of retail assistants to maximise selling opportunities during peak game/training days
- Ensure POS system is up to date with items available to sell (including pricing)
- Coordinate sale events
- Undertake stocktake at end of year (due for audit by 1st October each year)
- Prepare monthly report and submit to Treasurer (3rd Monday of each month)
- Be involved in tender and contract negotiations as required
- Set pricing for new season

End of year hand over

Review

An important role is to review the past year and make recommendations or changes to the Treasurer so they can present to the Board for approval for next season.

Updating key documents

At the end of each year the Treasurer will review and revise the position description with the current incumbent to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Merchandise Manager

An important responsibility of the outgoing Merchandise Manager is to train, mentor and support the incoming Merchandise Manager.

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ESSENTIAL SKILLS & REQUIREMENTS:

- Creativity to generate new ideas for marketing the club's brand.
- Attention to detail and ability to keep accurate records relating to stock and pricing.
- Organisation skills to ensure items are stocked and displayed.
- Strong negotiation skills to get the 'best deal' with suppliers.
- Effective communication skills
- Ability to lead and manage retail assistants.
- Enthusiasm to achieve best results and drive sales.

KEY RELATIONSHIPS:

- Treasurer
- Board Members
- Retail Assistants
- Players
- Supporters
- Suppliers
- Sponsors

The estimated time commitment required as the Merchandise Manager is 1-2 hours per week during off season and 3-4 hours per week during all other periods.