



## Director of Merchandise

**Preferred Majors:** Recreation, Business

**Needed:** One (1) Individual

**Supervisor:** Assistant General Manager

**Class Level Preferred:** Junior or Senior – ‘For Credit’ ONLY

**Time Frame:** Spring & Summer (April 1<sup>st</sup> – August 1<sup>st</sup>)

**Compensation:** Stipend- \$200, plus Commission- 2.5% of game day merchandise revenue.

**Internship Summary:** Performs specialized work involving design, procurement, marketing, and distribution of merchandise during the Blues Baseball season. Work involves application of extensive product knowledge, planning, inventory control and reporting procedures. This position requires solid judgment, initiative, and professionalism. This position also requires a highly organized and motivated individual willing to learn rapidly. You will be dealing with supplier and end customer and are responsible for relationship maintenance with both.

### **Responsibilities:**

- Update, Price, plan, order and arrange merchandise for display at all Blues home games and on the website ([www.bluesbaseball.com](http://www.bluesbaseball.com))
- Respond to all inquiries (phone, internet, or in person) regarding merchandise
- Fulfill all orders, including phone, internet, or at the ballpark
- Control inventory and checks records of sales and stock
- Assist in developing, implementing, and enforcing departmental policies
- Predict customer demand for merchandise
- Take weekly inventory during the season
- Receive shipments and verify all invoices
- Prepare a summary report for Blues Management at the end of the season
- Any other duties as assigned by Blues Management



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