

LOST IN BOOKS

Bookshop Manager/Bookseller
(4 days/week)

Lead LOST IN BOOKS, a multilingual social enterprise bookshop that speaks your language.

This is a special opportunity for a remarkable person.

The LOST IN BOOKS Bookshop Manager is responsible for collection development, and sales of our multilingual collection.



About LOST IN BOOKS

LOST IN BOOKS is a multilingual bookshop and literary programs hub. It is an online bookshop that speaks your language with a warehouse in South Western Sydney, a small collection in Think+DO Tak Community House, Fairfield and offering regular pop-ups.

LOST IN BOOKS began in 2017 as a children's bookshop in Fairfield. Over time, it has responded to demand and now seeks to put multilingual literature in the hands of readers of all ages and the schools, libraries, and institutions that serve them.



We are proud that, to date, LOST IN BOOKS has enabled access to high-quality multilingual literature for more than 1,629,404 school students in Australia, United States of America and the Netherlands; and 2,757,675 community members through Australian public library networks.

LOST IN BOOKS is a social enterprise that celebrates the power of speaking more than one language in Australian society. It supports the operation of the Think+DO Tank Community House, free multilingual creative and educational programming, and innovative community-led solutions building in South Western Sydney.

It is a social enterprise project of the Think+DO Tank Foundation, a registered charity. Think+DO Tank Foundation works to increase the capabilities of local people in South Western Sydney to diagnose their own challenges and access the skills and pathways needed to make life better for themselves, together.

LOST IN BOOKS provides:

- a high quality multilingual bookshop for children, young people and adult readers
- a platform for creative learning, literary exploration, literacy and language exchange.

Access to our collection is made available through an online retail platform, curated pop-up bookshop appearances, and direct supply to schools, libraries, and cultural institutions.

The collection includes more than 10,000 titles across at least 80 languages, sourced from publishers and distributors around the world, and serves readers of all ages.

YOUR ROLE

Purpose: We are searching for an entrepreneurial, determined and creative manager of the LOST IN BOOKS bookshop social enterprise to:

- operate a successful online retail operation with regular pop-ups, growing revenues and expanding revenue channels
- manage our warehouse operations
- source and bring to market the best multilingual literature from around the world to our customers
- collaborate closely with our Literary Programs Lead to connect authors with our audiences, and to attract new audiences
- manage a team of paid and volunteer staff to be highly effective.

About you: You are an experienced, courageous bookseller ready to take on the responsibility of growth and sustainability of a mission-driven social enterprise. You bring a depth of knowledge, experience and passion for literature, languages and bookselling to retail and institutional customers alike.



Essential Attributes, Skills & Experience

The ideal candidate has these attributes, skills and experience:

- demonstrated experience in bookselling operations including meeting sales targets
- experience in buying and selling books
- established relationships in the books and publishing industry
- confidence in conducting commercial negotiations and developing partnerships
- experience in successfully managing teams of paid and voluntary staff
- experience in reporting on financial performance
- experience in managing budgets and supply chain
- experience in working in culturally and linguistically diverse settings
- working effectively in collaborative teams in high-paced environments, and
- understanding of confidentiality.

You will be excited by the challenge and opportunity to source and sell literature from around the world, and in languages that you don't speak.

Desirable skills include:

- ability to communicate (speak and write) in a community language
- experience in sourcing and selling multilingual literature.

Details of the role

The LOST IN BOOKS Bookshop Manager reports to the Chief Operations Officer, and works closely with the Literary Programs Producer and Marketing & Business Development Lead. They have primary responsibility for retail operations, collection development, staffing, and commercial performance.

The Marketing and Business Development Lead is responsible for developing and driving key communications campaigns to maximise revenue and engagement.

The Literary Programs Producer is responsible for LOST IN BOOKS' creative programming, outreach activities, education programs, and artistic residencies.

Salary expectations and benefits: Salary will be negotiated according to the successful applicant's skills and experience.

As an indication, we expect that a candidate with the experience required for this role should be paid a starting salary of at least **\$78,500** per annum + superannuation guarantee contribution (negotiable based on experience).

As a member of our team, you receive a range of staff benefits, memberships, gifted summer leave, and flexible working arrangements.

Requirements

The Bookshop Manager will participate in regular performance and salary reviews.



It is a condition of employment that the Bookshop Manager holds:

- a valid unrestricted NSW Driver's Licence. **You will be required to drive for work purposes**
- a current Working with Children Check (Paid Employment)
- a current First Aid certificate.

Learn about us:

You can learn more about LOST IN BOOKS here: <http://www.lostinbooks.com.au/>

and about Think+DO Tank Foundation here: <https://foundation.thinkanddotank.net.au/>

HOW TO APPLY

Please send us a cover letter addressing the selection criteria (no more than 2 pages) and a current CV (no more than 3 pages) to hello@thinkanddotank.net.au, "Attn: LOST IN BOOKS Bookshop Manager". We are looking forward to meeting you!