

# ***WILD MUSE GENERAL MANAGER***



## ***JOB OVERVIEW:-***

Wild Muse, AREA15's clothing and merchandise store, is seeking an outgoing, dynamic, and experienced General Manager to lead the Wild Muse Team. This individual will lead sales and operations, and manage the team responsible for making Wild Muse a wild success. Solution and process driven; candidates have excellent people and inventory management skills with a passion for fashion and art. The GM of Wild Muse will work closely with the lead buyer and be responsible for overseeing all operations of the Wild Muse boutique and management of the growing team and expansion beyond Las Vegas.

## ***RESPONSIBILITIES AND DUTIES:-***

- Assess, hire, train, and manage the Wild Muse staff and build a fantastic culture, as part of the broader AREA15 employee team
- Create and execute strategies for business growth
- Develop annual sales forecasts & budgets; setting quarterly and monthly sales goals
- Implement and maintain inventory management and warehousing methodologies, with the assistance of AREA15 IT, warehouse personnel, and finance teams
- Demonstrate excellent leadership in sales, cash-handling, and customer service; upselling and styling; inventory management; and visual merchandising skills with ability to hit and exceed sales goals
- Determine product performance and adjust visual displays or pricing accordingly
- Lead and motivate sales team to meet and exceed monthly sales goals working closely with Assistant Managers to identify monthly, quarterly and annual goals
- Daily in-store operational duties will include (but not limited to) developing and enforcing procedures for opening and closing procedures for the store; ensuring all merchandise and inventory are displayed and restocked in an organized and visually appealing way while providing the narrative of the Wild Muse brand through the display of the merchandise
- Develop the Wild Muse events and activations strategy; overseeing the preparation, supplying, logistics and event day for pop-up booths and work closely with vendors
- Develop and update sales and product information as well as boutique and warehouse operations training materials while implementing policies and procedures
- Provide excellent experience to visitors, resolving any issues and complaints in a timely manner with a positive attitude
- Ensure the outlet is clean, organized and presentable at all times

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## ***RESPONSIBILITIES AND DUTIES (CONTINUED):-***

- Oversee warehouse team on receiving all merchandise, inspecting deliveries to ensure correct items and quantities are sent from vendors. Report and investigate any issues or discrepancies working closely with lead buyer to identify solutions
- Manage and verify inventory levels in store and warehouse, determining variances and discrepancies in the point of sales
- Review inventory reports daily and transfer merchandise between store, warehouse and on-site storage locations to replenish inventory in store daily
- Oversee inventory management including monthly inventory counts, reconciliations, variance resolution, pricing updates, programming and stock levels for reorders
- Develop and execute an annual calendar with events, promotions and holidays
- Develop social media strategy and create content for channels, working closely with the AREA15 marketing team
- Prepare daily recap reports for executives and HR
- Develop all staff scheduling and payroll, track attendance and vacation requests
- Resolve any issues, complaints or conflicts between associates, ensuring fairness to all parties while following company policies and procedures
- Track and report all necessary disciplinary actions
- Have the motivation, determination and passion to grow the Wild Muse brand, team and success. We are looking for team members who can visualize 5 to 10+ years in the future and work strategically towards our goals
- Have knowledge of key festivals and understand their fashion trends to ensure the retail outlet can support the needs of their attendees
- Embrace the AREA15 and Wild Muse brand and culture assisting in establishing AREA15 as a fashion and art destination
- Adhere to all property policies, procedures and controls



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## ***QUALIFICATIONS & SKILLS***

- Bachelor's Degree or equivalent supervisory/management experience
- 7+ years of retail experience with strong history of sales performance in a leadership role
- Strong organizational, communication, conflict-resolution and time-management skills
- Problem-solving attitude, team-player, goal-oriented
- Strategic process and training development skills
- Must be in touch with creative side and open to assuming a character during shift, including costumes
- Must have transportation and have open availability to work day and night shifts including weekends and holidays as necessary to ensure the store has management coverage at all times of operation.
- Must be able to stand, walk, bend and lift during an entire shift
- Must be able to work in low lighting and sensory sensitive environment
- Must be able to lift 50lbs and use a box cutter safely
- Must be proficient in the English language; additional language skills preferred
- Must be authorized to work in the U.S.

## ***ABOUT AREA15***

AREA15, located minutes from the Las Vegas Strip, is the world's first purpose-built experiential entertainment complex offering live events, immersive activations, monumental art installations, extraordinary design elements, unique retail, ground-breaking technology, bars and eateries and much more. With a growing collection of dynamic destinations including [Dueling Axes](#), [Emporium](#), [Lost Spirits Distillery](#), Oddwood Bar, Wink World, The Beast, a culinary experience by Todd English, and anchor experience, Meow Wolf's Omega Mart, AREA15's is an ever-changing art, retail and entertainment destination attracting locals and tourists of all ages.

For more information visit [www.AREA15.com](http://www.AREA15.com) and follow on Instagram and Twitter: @AREA15Official; Facebook: [AREA15LasVegas](#) and YouTube: [AREA15](#).

AREA15 is an equal opportunity employer and values diversity. We are committed to complying with all federal, state and local laws providing equal opportunities and all other employment laws and regulations.

**TO APPLY, PLEASE FILL OUT OUR [EMPLOYMENT APPLICATION FORM](#) AND ENTER "WILD MUSE GENERAL MANAGER" AS THE POSITION YOU ARE APPLYING FOR.**