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**YOSEMITE CONSERVANCY**  
**JOB DESCRIPTION**

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**TITLE:** Theater and Sales Coordinator  
**SUPERVISOR:** Director of Yosemite Operations and Retail Manager  
**TYPE OF POSITION:** Full Time Year-Round, subject to furlough, Non-Exempt  
**LOCATION:** Yosemite Valley, CA

**JOB SUMMARY**

The Theater and Sales Coordinator supports the work of Yosemite Theater and Yosemite Valley Visitor Center Bookstore. This position provides logistics and on-site support to the performers in the Yosemite Conservancy Theater program in Yosemite Valley. Additionally, this position works half time in the Yosemite Valley Visitor Center Bookstore and is responsible for orienting visitors to Yosemite National Park and connecting them with informative and enriching books, maps, and other merchandise. The position performs sales and cashiering tasks; provides superior customer service and information to Yosemite National Park visitors; and assists with maintenance and care of the facility. The Theater and Sales Coordinator is the face of Yosemite Conservancy and helps to promote Yosemite Conservancy in-park programming and donor opportunities. This position is supervised by the both the Director of Operation and the Retail Manager and works cooperatively with the Theater program performers, NPS staff and Yosemite Conservancy staff. For more information about Yosemite Conservancy, see [yosemite.org](http://yosemite.org).

**JOB DUTIES AND RESPONSIBILITIES****Theater:**

- Provides logistical support to the performers including stage set up and take down, operating Theater lights, video and sound effects.
- Takes tickets 5 nights/week for the Theater Program at the Valley Visitor Center Theater. Theater performances begin at 7 pm.
- Introduces performers and give a short talk about Yosemite Conservancy before performances.
- Collaborates with Director of Operations to schedule and contract performers for season.
- Ensures proper marketing materials are designed and printed for upcoming theater seasons in concert with Director of Operations.

**Sales, Inventory, and Cash Handling:**

- Learns and applies the cash handling policies and point of sales system operations of Yosemite Conservancy
- Prepares and deposits daily sales records
- Assists in maintain stock levels on the sales floor and organizing back stock
- Processed incoming merchandise transfers and monitors inventory
- Follows merchandising standards

**Customer Service:**

- Connects Yosemite National Park visitors to publications, maps and other products
- Provides visitors with accurate information about Yosemite National Park and Yosemite Conservancy
- Works cooperatively with other employees of Yosemite Conservancy and the National Park Service
- Is well acquainted with Yosemite Conservancy publications and other merchandise
- Promotes Yosemite Conservancy in-park programming and donor opportunities

**Other Responsibilities:**

- Identifies and develops areas of personal interest for initiative within the framework of Yosemite Conservancy operations
- Other duties may be assigned by the Director of Operations and Retail Manager.

## **JOB SPECIFICATION**

### **Education and Experience:**

- H.S. diploma required/some college preferred
- At least one year of related experience

### **Knowledge, Skills and Abilities:**

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy
- Knowledge of and interest in Yosemite National Park preferred
- Experience with public speaking preferred.
- Excellent customer service skills and ability to work independently
- Strong computer skills and comfort with technology required.

### **Physical Requirements and Work Environment:**

- Frequently lifts, carries and positions objects weighing up to 30 pounds when moving supplies and inventory
- Frequently walks on uneven ground while working off-site
- Typically stands, bends, stoops and crouches while working
- Regularly moves about the office and warehouse to coordinate work
- Weekend and evening work

## **COMPENSATION**

- Compensation is \$17/hour, non-exempt, eligible for health benefits, retirement plan, and subject to furlough.
- This position is eligible for housing in El Portal
- This is a full time year round position with a furlough of 1.5-2 months. During Theater season April-October this position works 50% in the bookstore and 50% in the theater. In the winter the position works 100% in the Valley Visitor Center Bookstore.
- This position could be half time and seasonal working 20 hours per week solely for the Theater program, but will not include housing nor health benefits.
- Employee must use their own vehicle for transportation in Yosemite Valley, but will be compensated for mileage at the standard IRS employer reimbursement rate.

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To apply please send cover letter and resume to [aripple@yosemite.org](mailto:aripple@yosemite.org)  
Application period closes January 17, 2020.