

Bookselling Position Overview:

Thank you for your interest in working as a Bookseller at Maria's Bookshop. We are always excited to receive applications from people who have a passion for books and a desire to share it with our community. This letter is intended to give you an overview of the Bookseller position and the opportunity to decide whether or not to apply; please take time to read through it.

Maria's Bookshop has served Durango and its surrounding communities since 1984. Our customers count on receiving outstanding service every time they walk through our doors. We trust our employees to ensure that this expectation is met and exceeded with each customer interaction.

**Desired skills and experience:**

- Enthusiastic readers
- Prior bookselling experience
- Prior retail or public relations experience
- Ability to be attentive to details while keeping an eye on the big picture
- Ability to meet physical demands including: work on your feet six to nine hours per day, lift heavy boxes, climb ladders, shovel snow, sweep sidewalks and clean store.

Scheduling requirements:

- Required to work a variety of shifts including weekdays, weekends, and evenings.
- Mandatory attendance of monthly staff meeting - usually scheduled the first Wednesday evening of the month.
- Time-off is restricted during our busiest seasons as follows: during July and August one week is available, and between Thanksgiving and New Year's Day no time off is available. Outside of these times we attempt to be flexible and accommodate employee-scheduling needs.

Compensation, benefits and opportunities for advancement:

- Pay rates after initial training are commensurate with experience and usually start at \$12.32 an hour.
- Benefits include a significant merchandise discount and company-matched IRA contributions.
- Opportunity for advancement to higher responsibility jobs, including managerial positions, as available.

Application:

If you believe you are a potential candidate, we invite you to fill out an application. Please pay particular attention to the questions on the back of the application. They help us to get to know you better. Include a resume and any additional information if you feel it will help us in making a decision about your qualifications for this position.

You may submit completed applications in-person at Maria's Bookshop or via email to evan@mariasbookshop.com.

Please do not include this letter with your application.

Please contact me if you need any further information.

Evan Schertz
Owner
evan@mariasbookshop.com