



Job Description

Job Title: **Merchandise Manager** v2
Reports to: Marketing and Communications Director
Status: Part-Time, 12 month position
Date last amended: Oct. 24, 2025

JOB SUMMARY

The Merchandise Manager will perform under the direction of the Marketing and Communications Director and will be responsible to execute the Spartans Merchandising Program.

MAJOR RESPONSIBILITIES (may include, but not limited to:)

Sales

- With the Communications Director, creates the annual budget
- Meet monthly and annual sales goals
- Monitors the Spartans online store and ships product within 48 hours
- Ensure that the Merchandise booth is set up and staffed at the following times (to include but not limited to):
 - Camps in November, December, Jan, Feb, April, and May
 - Winter Invitational (March)
 - Dress rehearsal (late June)
 - Friends and Family Day(s) (early July)
 - All shows on the Spartans Tour Schedule
 - Other events as required
- Able to use the POS system and troubleshoot when necessary
- Merchandising: Creates creative displays to promote the Corps merchandise
- Creates a Sales report after each event and submits to the Marketing and Communications Director in a timely fashion
- Clearance sales to sell obsolete or out of date merchandise

Inventory and Ordering

- Maintain the appropriate level of inventory, keep excellent records
- Order the Tour Shirts in time for April Camp
- Help with ordering Corps Jackets

Other Duties

- Drives the truck for the entire tour
- Submits timely expense reports for gas and tolls
- Develops a volunteer schedule with the Marketing and Communications Director
- Manages the scheduled volunteers for each show
- Help create new Spartans Merchandise every year

WORK CONDITIONS

- There will be occasional periods of intense work during monthly weekend rehearsal camps (November to May) and summer drum corps season (mid-June to early-Aug)
- Resides in the New England region is desirable
- Ability to lift 40 lbs

As the business evolves, so may this role. These duties may change as leadership identifies the need at any time.

QUALIFICATIONS

- At least 1 year experience in Sales preferred
- Strong communication, time management, interpersonal, and organizational skills
- Passion for the drum corps activity and the Spartans
- Results-oriented team player with the ability to take the initiative and drive the Merchandise program

Contact: merchandise@spartansdbc.org

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