

Job Description

Úna Bhán Tourism Co-operative Society
Craft, Shop & Farmers' Market ADMINISTRATOR
Full Time 37.5 hours per week



Job Title

Craft, Shop & Farmers' Market ADMINISTRATOR

Reporting To

This role reports to the Úna Bhán CSP MANAGER

Location

Boyle, Co. Roscommon

Úna Bhán is funded by the Department of Rural and Community Development and is supported by Pobal under the Community Services Programme (CSP)

The Craft, Shop & Farmers' Market Administrator will report to the Manager and amongst other duties will be required to:

1. Provide a high-quality outlet for small scale craft producers, authors, artists and artisan producers in the Úna Bhán Centre (Boyle Craft Shop).
2. Responsible for Shopify point of sale (POS) in Boyle Craft Shop. Shopify POS is an app for iOS and Android that is used on-site to process orders and take payments in person, over the phone and on-line on our digital shop.
3. Research and identify effective marketing campaign platforms to implement for maximum sustainability.
4. Research new potential supplier's that provide appropriate product lines e.g. local and small-scale arts & crafts makers and new stock suppliers.
5. Identify new income streams including hire of the shop space for small events (i.e. Cultural Fridays), booking office opportunities, workshops, product launches etc.
6. Source additional/replacement stallholders where gaps exist and supervise weekly Farmers' Market.

A more detailed and comprehensive Job description will be provided to the successful candidate

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