



## RETAIL SALES COORDINATOR

ACMI is the museum of screen culture. Navigate the universe of film, TV, videogames and art with us. ACMI celebrates the wonder and power of the world's most democratic artform – fostering the next generation of makers, players and watchers. ACMI's vibrant calendar of exhibitions, screenings, commissions, festivals, and industry and education programs explore the stories, technologies and artists that create our shared screen culture.

Located in the heart of Melbourne's Fed Square, ACMI has an exciting full-time fixed term opportunity for you to join the Retail Team as a Retail Sales Coordinator. Working closely with the Retail Manager you will work as part of the Retail Team to drive sales across all revenue streams. This includes administration, sales, researching and identifying additional business opportunities within ecommerce, retail events, wholesale and counter sales. The role is integral to the success of the retail experience for visitors.

Our ideal team member will have experience achieving sales targets and supporting strategies in a retail environment. You will bring strong organisational, communication and problem-solving skills. With experience using the Microsoft suite of software, eCommerce platforms and PoS systems you will have a passion and flair for retail.

If successful you can expect to become part of a talented, committed and creative team of people with a passion for screen culture. This Grade 2.2 role is offered on a full-time fixed term basis until 30 June 2022 with a starting salary of \$61,016 plus super. Whilst this position is office based, occasional weekend & evening work, as well as shop floor work is required.

To apply follow the online application process [here](#), submit your resume and a cover letter detailing why you are interested in the role (no more than one page please).

Applications close: **Sunday, 17 October 2021 at 11:59pm**

Please note interviews will be held on **Friday 22 October 2021**.

***ACMI is a child safe workplace and actively promotes the safety, wellbeing and inclusion of all children from all backgrounds. ACMI is an equal opportunity employer, committed to building an inclusive workplace that supports diverse thinking and innovation. ACMI encourages applications from First Nations People, people of culturally diverse backgrounds, people with disabilities, and people from the LGBTIQ+ community. If you need assistance or an accommodation due to a disability, please contact us at [peopleandculture@acmi.net.au](mailto:peopleandculture@acmi.net.au) or 03 8663 2200.***