

Wednesday, April 20, 2022

Gaynor Minden Boutique Manager and Project Coordinator

Company: Gaynor Minden, Inc.
Location: New York, NY

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Gaynor Minden is seeking an individual to run our Chelsea (New York City) Boutique.

You would be joining a dedicated team of dancers and former dancers who work together to provide outstanding customer service to a wide variety of ballet dancers from all around the world. Duties include conducting pointe shoe fittings, engaging in online and phone consultations, processing sales both in person and through the Gaynor Minden website, and supporting the North American Sales team.

This position combines customer facing work as a Fitting Specialist with Project Coordination responsibilities supporting the entire Sales division. Fitting Gaynor Minden is an essential skill for every member of our team – extensive training is provided. Fittings will take place in person, at the Boutique, and through our virtual platform. Additional tasks will include logistics, inventory management, and schedule coordination.

A successful candidate will have strong pointe experience, organizational skills, and a drive to constantly improve and learn. Accuracy and attention to detail are required. Additionally, a qualified candidate is analytical and exceptional at problem solving.

This position calls for a friendly, outgoing, people person with a desire to work closely with a team. It is an in- person opportunity with occasional opportunity to work remote.

Retail background preferred. Spanish or Portuguese language skills are a plus.

To apply, please send a resume and cover letter to jobs@dancer.com.

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For more information:
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