

JOB DESCRIPTION

Post: Merchandiser - Books
Department: Book Team, Tate Commerce
Reporting to: Trading Support Manager

The Company Tate Commerce is a wholly owned subsidiary of Tate. Work at Tate Commerce ranges from publishing, retail and merchandising roles to operations, finance and licensing.

Tate Commerce shares Tate's mission to promote public knowledge, understanding and enjoyment of British, modern and contemporary art. Its role is to maximise profits and extend the value of the Tate brand, to support Tate's work and collection.

We are committed to reducing our carbon footprint and protect the environment and expect all staff to adhere to our Environmental Policy which can be found [here](#).

The Department The Tate Retail Book Team arranges the ordering, replenishment and returns of all books across all shops. The team aims for a book selection that reflects our diverse audience's interests, the commercial intention of Tate Enterprises and Tate's collection.

Purpose of the job: The Merchandiser - Books role is responsible for creating and maintaining work relationship across the business. They monitor and maintain book sales and stock across multiple retail locations and sites, ensuring book stock is available in the right place at the right time through timely ordering and management of the book offer. Assisting the Head of Book Sales and Buying – Retail in the range selection for Tate Shops, the role works collaboratively with different departments as well as rest of the Books Team, using data to make commercial decisions.





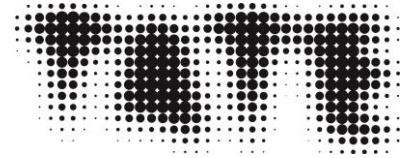
What you will do:

- Manage Tate retail book stock holding, stock control, replenishment and returns at both London sites and support work at all other Tate sites as required.
- Assist the Head of Book Sales and Buying: Retail in range selection and buying for Tate Shops as required.
- Work collaboratively with Retail management team to monitor book stock and availability, through frequent floor walks and meetings.
- Provide and present weekly, seasonal and ad-hoc book sales analysis as required.
- Champion the Tate Publishing offer, ensuring relevant and adequate offer is available in all shops, and ensuring retail teams have access to up to date information on Tate Publishing offer and new titles and organise regular meetings with the Publishing team.
- Facilitate feedback and collaboration between retail teams and Tate Publishing teams.
- Engage in and support exhibition range planning, working collaboratively with key stake holders, sharing information in a timely manner and attending relevant meetings.
- Make critical commercial decisions regarding stock availability, quantity, and range to ensure that the shops are adequately and appropriately stocked, and sales opportunities are maximised.
- Ensure that all processes of ordering and returning are aligned across all sites.
- Carry out regular stock reviews of the book offer, using sales analysis and forecasting to determine replenishment order quantities.
- Ensure stock holding levels and targets are adhered to and maintained, and work towards increasing stock turn and profitability by shop.
- Monitor stock levels and sales of all sections and place replenishment orders accordingly, while identifying discrepancies and ensuring system and procedural corrections are completed.
- Ensure profit margin targets are met across all OP book ordering.
- Identify stock and invoicing issues and manage appropriately, negotiating with suppliers as necessary.
- Ensure accurate stock records are maintained across all relevant systems, including but not limited to stock descriptions and categorisation, stock records and movements and stock holding.
- Manage, co-ordinate and supervise the book returns process from beginning to end for all London Tate Shops.
- Manage exit strategy for any un-returned books, including markdowns and sale.
- Coordinate and manage book sale set up and execution, working collaboratively with stakeholders in the Retail team.
- Establish and maintain strong relationships with book suppliers.
- Support in the planning, coordination and delivery of book events as required.



The Disability Confident Scheme

Tate is committed to the employment, retention, training and career development of disabled people. In recognition of our commitment, Tate has been awarded the Disability Confident Symbol.



- Excellent commercial acumen and knowledge of the current Tate Enterprises Business Plan must be demonstrated and reflected in all actions.
- Maintain up-to-date knowledge of systems (Traxs, Excel, MVB etc.) to effectively manage and monitor stock levels.

What you will bring:

- Previous experience of working as a Merchandiser, or similar stock control role.
- Experience of working with a stock management system.
- Advanced knowledge Excel and proficiency in using Excel to analyse data.
- A thorough, investigative, solution-orientated drive to achieve accuracy in stock records and good commercial acumen.
- Highly organised, methodical, and efficient approach to work with great time management and prioritisation skills.
- Ability to learn new tools and systems quickly and with enthusiasm.
- Excellent interpersonal and collaboration skills, ability to work successfully with stakeholders across the business and all levels.
- Great influencing skills to enable positive working relationships with all Tate staff and book suppliers.
- Demonstratable understanding of equality, diversity, inclusion, and accessibility alongside a commitment to delivering progress in these areas.
- Resilience, openness to change and ability to think creatively.
- Working in a collaborative way within a diverse team, being a strong team player, treating all colleagues with dignity and respect.
- Open, friendly, and confident approach, able to communicate effectively to achieve maximum commitment and loyalty from your team.
- An understanding of commercial KPIs and how to utilise information to maximise sales.
- Passionate about raising revenue for Tate Enterprises.
- A passion for and commitment to the work of Tate.

Tate is proud of its commitment to diversity and inclusion which is set out in our Tate for All strategy. This strategy aims to improve diversity and inclusion at Tate through a process of organisational change and to make diversity and inclusion part of everything we do. Tate therefore expects all its employees to actively contribute to promote diversity and inclusion as part of their role



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