

# McNAUGHTAN'S

## BOOKSHOP & GALLERY

### **Position: Bookseller (part-time)**

*18 hours/week: Sunday, Monday, Tuesday, 11am to 5pm*

McNaughtan's Bookshop is the oldest surviving secondhand and antiquarian bookshop in Scotland, having occupied its basement shop at the top of Leith Walk since the 1950s. We are looking for a motivated and interested individual to work three days a week, Sunday to Tuesday, with occasional opportunities for additional shifts at events or for holiday cover.

This position is an opportunity to develop experience dealing with secondhand, rare, collectable, and antiquarian books, along with all the other many and varied tasks that are part of the modern trade in older books.

Experience with antiquarian or collectable books is desirable but not essential; training can be provided in any and all areas necessary. The position could therefore suit a variety of levels of experience and there is potential for the position to grow both in responsibilities and available shifts over time.

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### Essential Qualities

#### 1. Excellent customer service

We are an open bookshop and this is primarily a public-facing role. You should be able to balance ongoing projects with being available for questions, recommendations, and sales.

#### 2. Interest in Books

You should be familiar with the general canon of literature and the written word across as wide an area as possible. And while you won't be able to spend all day reading, or sniffing the books, you should understand the desire to do so.

#### 3. Attention to Detail

Bookshops carry a wider range of unique stock items than almost any other business, and secondhand books add considerations of condition, edition, issue points, etc. Being able to notice these details and investigate them is of prime importance.

#### 4. Proficiency with computers

As with any modern business, use of the Office suite and various specialized applications are a regular part of the job; stock management systems (Filemaker), desktop publishing, online social media and CMS, and photo-editing software are all in frequent use. Training is provided in all specific applications and processes but you should not fear technology.

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## Desirable Qualities

Experience in bookshop/library environment (especially handling old books)

Language skills (classical and/or modern)

Experience with social media

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## Potential Duties

Customer service: first point of contact for customers in person, by phone and email

Cleaning and tidying the shop and its stock, alphabetising, managing displays

Opening & closing shop, till duty and cash handling

Wrapping and packing customer orders

Sorting and pricing secondhand books

Assisting with off-site book fairs

Training to collate, identify, value, and catalogue antiquarian and collectable books

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**Salary: £23,712 pro rata (£11,232)**

Benefits include a generous holiday allowance, staff discount, and opportunities for training and travel

**Apply by CV and covering letter (explaining why you are a good fit for this role) to:**

**jobs@mcnaughtans.co.uk**

**Closing date: 27th May 2024**

To help demonstrate attention to detail, please use the following format for the subject line of your email: '[YOUR NAME] – Meadowspot – Application'.