

Position Description

Merchandise and Logistics Manager

National Team – Leadership Role

Pint of Science Australia is run entirely by volunteers. All roles in the organisation are unpaid.

Purpose of the Role

The Merchandise and Logistics Manager is responsible for the logistical management of merchandise and purchases, with a particular focus on managing merchandising stocks and distributing stock to volunteers, customers, and festival venues, as required. Branded merchandise plays a key role in recognising the time and effort of Pint AU volunteers across national and local teams. This position is the key link between the annual digital artist, merchandise vendors and the Pint of Science AU Leadership Team.

Position in the Organisation

Reporting to the Director, Operations, and supported by the Director, Finance, the Merchandise and Logistics Manager manages merchandise creation, purchases and distribution. This role may manage a Merchandise and Logistics Officer, if required. The Merchandise and Logistic Manager is part of the Leadership team and is invited to attend fortnightly Leadership meetings. The Merchandise and Logistics Manager is required to attend fortnightly meetings with Director, Operations.

Key Responsibilities

- Manage merchandise storage, and online sales via the merchandise store, at the front and backend. This includes keeping track of stock levels and providing regular updates to the Director, Operations and the Leadership team.
- Run the annual digital artist program, liaising with the artist and the Leadership team as required, for the creation of new merchandising designs.
- Coordinate and manage distribution of merchandise to volunteers, customers, and festival venues for the annual Pint of Science Australia festival.
- In collaboration with the Director, Finance, and working with third party merchandise providers, pull together cost-effective merchandise options for the annual Pint of Science Australia festival.
- Build and maintain a supportive, inclusive, respectful, and collaborative team culture, through clear communication, integrity, and accountability, and through developing and fostering the leadership capabilities of team members.

Expected Time Commitment

Up to 2 hours per week, with an increase of up to 10 hours per week during February – June.

Term

This position is being filled for one Pint of Science Australia season (July of the current year, until end of June the following year). This term may be extended upon mutual agreement between the incumbent and their supervisor.

Key Selection Criteria

Essential

- Experience of working effectively with a range of internal and external stakeholders.
- Effective written and verbal communication skills.
- Ability to manage stocktakes of merchandise and provide advice on merchandise provision to festival venues.
- Ability to work under pressure and triage priorities.
- Passion for promoting science engagement and advancing the organisation's mission.

Application Process

If you feel you meet the requirements of the role, please apply by sending through your resume and a cover letter addressing the key selection criteria to

Tim Gibbons

Director of Operations

operations@pintofscience.com.au

