

Job/Career Opportunities: February/March 2015*

The jobs and careers listed below are part-time to full-time opportunities for current students, alumni, etc.

PhaseAlpha, LLC, seeks two website developers/designers

Contact name/Project supervisor: Joe Lewis
Organization/Business: PhaseAlpha, LLC
Type of organization/business: Custom Software Developer
Address: 16 S. Broadway St.
Suite / Apt #: Ste. B
City: Louisburg
State / Province: KS
Country: USA
Zip/Postal code: 66053
Phone: [913.648.9200](tel:913.648.9200)
Email: recruiting@phasealpha.com
Fax: [913.904.9033](tel:913.904.9033)
Website: www.phasealpha.com

Job title: Website Designer

Job description:

We're in need of some skilled graphic design artists and possibly UX designers. The positions would most likely start out project-based, but if the person is a good fit, it could work into a full-time position.

We're looking for potentially two different job positions:

- UX (User-Experience or someone that deals with the layout and/or feel of content)
- Designer (someone that actually creates the content). Right now, we need the designer more.

The majority of the designs we have created so far are clean. The artist would need to be proficient with both raster and vector base imaging. They would also need to be good at time-management due to deadlines.

Job location: Home Based
Start and end dates: starts immediately - ongoing
Compensation: negotiable
Hours per week: 10 - 20 hours per week
How to apply? send resume via email
Applicants should contact: Cris Pearcy

Colliers International seeks a Marketing Specialist/Corporate Graphic Designer

Contact name/Project supervisor: Judith Peery
Organization/Business: Colliers International
Type of organization/business: Commercial Real Estate
Address: 4520 Main Street
Suite / Apt #: 1000
City: Kansas City

State / Province: MO
Country: USA
Zip/Postal code: 64111
Phone: 8165315303
Email: judith.peery@colliers.com
Fax: 816.531.5409
Website: www.colliers.com

Job title: Marketing Specialist / Corporate Graphic Designer
JOB SUMMARY:

Colliers International | Kansas City is in need of a Marketing Specialist. The position is multifaceted, and includes responsibilities in complex, diverse and detailed activities in support of a team of commercial real estate advisors and property managers. This position requires a high caliber of skill, performance, common sense, professionalism, punctuality and dependability. The successful candidate should be resourceful, motivated, and display a positive attitude and initiative.

This position is a true graphic design position requiring competence in the depth and quality of tasks performed. It requires excellent judgment and planning, and the ability to make wise choices from competing alternatives. This individual will anticipate the company's design needs, take initiative, offer assistance to others, and act in a manner that resolves the issue, consistent with corporate policy and design standards. This individual should be detail and process-oriented, and take initiative towards creating and improving existing processes.

The position is in a very fast-paced environment that requires excellent skills in multi-tasking and a take-charge ability with an increased sense of urgency.

JOB FUNCTIONS:

The Marketing Specialist will manage the design process for projects in the marketing department, from conceptual design to layout and production. Essential responsibilities of this position include, but are not limited to, the following:

Marketing Collateral

- Manage the workflow of projects within the Marketing Department
- Introduce and develop new, innovative designs using the latest technology to increase the strength of the Colliers brand, as well as improve existing methods, with a central focus on increasing Colliers' leasing, sales and property management activities
- Work with real estate advisors in producing proposal books, offering memorandum, brochures, placemats, specialty folders and inserts, property flyers, email blasts, postcards, maps, aerials, floor and site plans
- Work with property managers to design and produce collateral to assist in their efforts in increasing management assignments

- Develop electronic presentations for conference calls and meetings
- Develop corporate and department identity pieces and touch-point campaigns
- Finalize and approve all proofs prior to printing for accuracy and cost control
- Work collaboratively with printers and other outside resources to execute projects accurately, efficiently and in a timely manner to meet deadlines
- Conduct annual reviews of all print vendors to examine business relationships, the delivery of expectations, re-quote standard projects, and determine need for additional vendors
- Track and measure effectiveness of marketing collateral
- Production of Market Research
- Layout and formatting content of market trends reports
- Coordinate and assist with special sign designs
- Design forecast book and invitations; create layout, format content, proofread, oversee distribution
- Design forecast snapshots, programs, display boards, tent cards, etc.

Special Events

- Plan, coordinate and budget broker and client events
- Hire and work with vendors for broker open houses and miscellaneous events
- Assist in coordinating and planning of annual trade shows and forecast events

Advertising

- Coordinate and schedule print advertising
- Design and provide copywriting for all advertising

Interactive Marketing

- Monitor, update and revise corporate and department websites; keeping content current
- Review and monitor website SEO analytics; updating landing pages, meta tags, title tags accordingly

Public Relations

- Assist with external communication efforts, including pitching newsworthy information and stories to the media, industry and public
- Oversee scheduling of interviews between media and real estate advisors

Other duties and responsibilities, as assigned

CORE COMPETENCIES:

Client/Customer Focus

- Is dedicated to meeting the expectations and requirements of internal and external customers; seeks customer information and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with customers and gains their trust and respect.

Conflict Management

- Steps up to conflict, seeing it as an opportunity; reads situations quickly; good at focused listening; settle disputes equitably; finds common ground and secures cooperation with minimum noise.

Decision Quality

- Makes good decisions in a timely manner, based upon a mixture of analysis, wisdom, experience and judgment; most of his/her solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.

Priority Setting

- Spends his/her time and others' time on what is important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.

Team

- Works well in a team environment; seeks to assist others as needed.

EXPERIENCE:

-Six (6) to ten (10) years practical graphic design experience

-Competency with graphic design computer programs is essential.

Ability to effectively utilize the following software:

-Adobe InDesign (Advanced/Proficient)

-Adobe Illustrator (Advanced/Proficient)

-Adobe Photoshop (Advanced/Proficient)

-Outlook (Advanced)

-Internet (Advanced)

-Microsoft Word (Intermediate)

-Microsoft Excel (Intermediate)

-Microsoft PowerPoint

-Email blast management system (Intermediate)

-Content management systems (CMS) (Intermediate)

-Dreamweaver and/or HTML preferred (Intermediate)

-Ability to provide concept, design and layout of complex marketing collateral

-Ability to effectively manage and proof multiple projects with tight deadlines

-Ability to work with minimal supervision

-Ability to work independently and as a member of a team

-Ability to communicate efficiently and effectively, both verbally and via written correspondence

-Ability to meet deadlines utilizing all available resources

-Ability to work under pressure in a fast-paced environment

-Ability to maintain a versatile and adaptable approach to work

-Ability to prioritize multiple tasks for multiple real estate advisors and property managers in order to meet deadlines

-Ability to maintain professional demeanor with office personnel, real estate advisors, property managers, clients, vendors and all other business contacts

-Ability to work in a confidential and discreet manner

- Ability to report to work on time and maintain normal office hours
- Ability to work beyond normal hours, as necessary
- Ability to effectively solicit assistance from others in response to workload demands, as appropriate

EDUCATION:

Bachelor's Degree or combination of college and work experience is required.

PHYSICAL REQUIREMENTS:

The physical requirements of this position may include: Lifting, Carrying, Push/Pull, Sitting/Standing (In Place); On Feet, Walking, Bending, Turn/Twist; Kneeling; Squatting; Reaching (Out)/Reaching (Up), Grasping, Wrist Turning; Pinching; Finger Manipulation, Hearing, Talking, Working with a computer for up to eight plus hours. Communicating over the telephone for up to eight hours.

CONTACT US:

Submit resume with salary requirements to:

Judith A. Peery
Vice President, Administration
COLLIERS INTERNATIONAL | KANSAS CITY
4520 Main Street, Suite 1000
Kansas City, MO 64111
or
Judith.Peery@Colliers.com

Job location: Kansas City, MO
Start and end dates: 3/1/2015
Compensation: Commensurate with experience
Hours per week: 40+
How to apply? See Job Description
Applicants should contact: See Job Description

GradImages seeks part-time photographer

Contact name/Project supervisor: Jake Tomlin
Organization/Business: GradImages
Type of organization/business: Event Photography Company
Address: 3490 Martin Hurst Rd
City: Tallahassee
State / Province: FL
Country: USA
Zip/Postal code: 32312
Phone: 8002473435 x 3527
Email: JakeTomlin.epg@gmail.com
Website: www.gradimages.com

Job title: Seasonal Event Photographer

Job description:

Are you a photographer interested in photographing events? Do you enjoy people and like working in a team? GradImages photographs high school and college graduations and we're looking for you!

All photographers start at \$60/event, with mileage reimbursement of \$.51/mile and we will train you! This is a great opportunity to learn new photography skills and earn some extra income at the same time.

Candidates must have great communication skills, enjoy working within a team and be very organized. Experience or a strong interest in photography is a plus! A dark colored business suit, reliable transportation, and Internet are required. The ability to stand for 4 hours at a time is also a necessity.

Apply online at www.epghire.com and fill out the graduation photographer application. If you're a great fit for our company, a representative of GradImages will contact you for a telephone interview. The last step in our interview process prior to the first event of the season will be a required training in the Kansas City area.

This is a seasonal position during the graduation season of May and June.

Job location: Kansas City, MO

Start and end dates: From 4/12/2015 - 6/30/2015

Compensation: \$60/event plus mileage reimbursement

Hours per week: Varies (4-12)

How to apply? www.epghire.com

Applicants should contact: Jake Tomlin at JakeTomlin.epg@gmail.com

The City of Liberty seeks a Communications and Public Relations Specialist

Contact name/Project supervisor: Human Resources Dept.

Organization/Business: City of Liberty

Address: 101 E. Kansas St.

City: Liberty

State / Province: MO

Country: USA

Zip/Postal code: 64068

Phone: 816-439-4440

Email: jobs@ci.liberty.mo.us

Fax: 816-439-4419

Website: www.ci.liberty.mo.us/jobs

Job title: Communications/Public Relations Specialist

Job description:

The City of Liberty has an opening for a Communications/Public Relations Specialist supporting the communications division.

General duties include: complex administrative, technical and professional support, internal and external communication of programs, services, issues and policies, public education work, video production, graphic design, website content development and coordination of communications outlets.

The ideal candidate will have knowledge and abilities gained through a combination of training and experience:

- 1 - 3 years experience in journalism, public relations, business communications or related field; prior local government experience is desired.

- Bachelor's degree in journalism, marketing, public relations, business communications or related field.

To Apply, go to www.ci.liberty.mo.us/jobs

Job location: Liberty, MO

Start and end dates: From 02/13/2015 - 03/06/2015

Compensation: \$35,900 - \$46,200. per year

Hours per week: 40

How to apply? www.ci.liberty.mo.us/jobs then click on

Communications/Public Relations Specialist

Applicants should contact: N/A

The Nelson Atkins Museum of Art seeks a Reflection Pool Maintenance Worker

Contact name/Project supervisor: Karrah Whitlock

Organization/Business: The Nelson-Atkins Museum of Art

Address: 4525 Oak St

City: Kansas City

State / Province: MO

Country: USA

Zip/Postal code: 64111

Phone: [816-751-1319](tel:816-751-1319)

Email: kwhitlock@nelson-atkins.org

Fax: [816-751-0495](tel:816-751-0495)

Website: www.nelson-atkins.org

Job title: Reflection Pool Maintenance Worker

Job description:

Purpose

The Reflecting Pool Maintenance position, in conjunction with engineering staff, is responsible for the basic upkeep of the One Sun/34 Moons outdoor reflecting pool sculpture.

Schedule

- This part time seasonal on-call position is active early spring through late fall, depending upon weather conditions.
- The work schedule is Monday and Tuesday approximately 7:00 a.m. to 4:00 p.m.; Wednesday through Friday approximately 7:00 to 10:00 a.m.,
- This schedule may change due to changing weather conditions and/or changes in pool condition.

Accountabilities

- Pool Cleaning
- Maintain the pool by vacuuming, brushing and skimming.
- Pool Conditioning
- Assist with testing and conditioning the pool water using appropriate chemicals.

Major Maintenance

Assist with annual major maintenance of the pool.

Scope

Maintain a 134' by 161' outdoor pool.

Challenges and Opportunities

This position is challenged by the variability of weather conditions, as they affect the ability to perform the job and the conditions under which the job is performed, i.e. heat, cold, wind, rain.

Position Requirements

- High school diploma or GED required.
- Must be able to lift up to 50 pounds.
- Be comfortable standing, walking and bending while working outdoors in a shallow pool.
- Previous experience with pool maintenance preferred.

Physical Demands

While performing the duties of this job, the pool maintenance worker is required to lift and/or move up to 50 pounds independently and larger items with assistance. Must also be able to stand, walk and work in a shallow outdoor pool for extended periods of time.

Job location: The Nelson-Atkins Museum of Art

Start and end dates: 03/15/2015- 09/15/2015

Compensation: \$12.00 Hour

Hours per week: approx 25

How to apply? museum website

Applicants should contact: Karrah Whitlock

Video Producers for RockRoadCreative.com

Rock Road Creative is looking for video producers for their production, Red Epic Dragon. The following are details from their Co-Owner, Brett Jackson:

Along with Rock Road Creative, I am also going to be starting up a new company focusing on corporate, weddings, and short films in the coming weeks. We are looking to find applicants that we can use on a per project basis for both companies but potentially in a full time position down the road as well.

Here are a few of our more recent videos:

<https://vimeo.com/106839473>

<https://vimeo.com/80045069>

<https://vimeo.com/102622715>

All work that we hire for will be paid jobs, and dependent on the applicants ability to produce videos start to finish. We are definitely looking for students that stand out and have an eye for cinematography and a drive to work hard in everything they do.

Requirements an Ideal Candidate:

High Level of Experience with Adobe Premiere Pro

Drive to create and think outside of the box. Has a unique visual style.

Hands on knowledge of DSLR cameras for filming

Ability to work independently and manage a project

Interview and lighting basics are a must.

If you know of any potential candidates please inform them of this job and ask them to send a resume and demo reel to

Brett@RockRoadCreative.com

RockRoadCreative.com

816-591-4654

Dimensional Innovations is looking for a 'Documentarian'

At the moment, we have a need for an individual with strong photography skills that can also shoot videos and put together a creative story relating to their work. We are calling this position a "Documentarian" and here is the job description from our website: <http://lifeatdi.herokuapp.com/jobs/19>.

Scribe America is now hiring Medical Scribes

Our company is currently looking to recruit students to work as Medical Scribes in your local area of Blue Springs, MO.

The scribe will work one on one with board certified physicians assisting with documentation for each patient evaluated by the doctor. It is an exceptional opportunity for anyone interested in medicine to gain first-hand experience following a physician in an emergency department setting.

We offer paid classroom & clinical training. Each employee will have multiple training sessions both in the classroom and the department during which we teach extensive medical terminology and appropriate medical/legal charting documentation.

For more information you may also visit our website www.scribeameric.com. Please contact me if you have any questions about our program at Elizabeth.Berrios@scribeameric.com.

Beau Vaughn Photography seeks full time Photo and Video Editor

Home based wedding photography company seeks full time personnel for a variety of tasks. Position would be three fold: photo editing in our office Monday through Friday, video editing in our office Monday through Friday, and assisting at photography shoots on some evenings and weekends (various locations in the region). Home base office is located in Lenexa at 8160 Bittersweet Drive, Lenexa, Kansas, 66220. Phone is 866-918-2328, email at careers@beauvaughnphotography.com.

Seeking mature individuals who possess the following skills/strengths:

- *Some experience with photography (wedding experience a huge plus)
- *Proficiency with Apple computers and devices
- *Proficiency in Photoshop (preferably Creative Cloud)
- *Some video editing experience (we use Adobe Premiere but will train those who have a Final Cut background)
- *Ability to multi-task and adapt to a changing office environment
- *Initiative to start and complete tasks with minimal supervision
- *Organizational skills and attention to detail
- *Positive attitude
- *Team player
- *Owns photography equipment

Full time hours (Monday-Friday) with approximately 30 Saturdays and 30 evenings annually to assist our photographers at weddings and engagement shoots. Salary is set at \$33,800 annually.

To be considered for this position, please respond with your resume and related experience.

Job location: Lenexa

Start and end dates: From mm/dd/yyyy - mm/dd/yyyy

Compensation: \$33,800 annually

Hours per week: 40 plus

How to apply? careers@beauvaughn.com

Applicants should contact: careers@beauvaughn.com

Pen Place is seeking a Chief Calligrapher and Retail Associate

Pen Place, located at 2450 Grand Blvd, Kansas City, Missouri, 64108, phone: 816-474-7500, email shop@penplace.com, website www.penplace.com

Job title: Chief Calligrapher and Retail Associate

Job description:

-Customer service and sales to customers demonstrating writing instruments

-Demonstrate calligraphy to customers

-Write addresses on invitations

-Teach introduction to calligraphy class - get customers interested in calligraphy and writing

Job location: Crown Center

Start and end dates: 02/02/2015 (negotiable) - no end date

Compensation: 13/hr

Hours per week: 20

How to apply? Call 816-578-5378 to set up interview, send resume to shop@penplace.com

Applicants should contact: Jeff Crofts

Cosentry is seeking a Cartoonist

Cosentry, located at 5616 Widmer, Lenexa, Kansas, 66216

Phone: 913-951-4281

Email: jhallblade@cosentry.com

Fax:

Website: www.cosentry.com

Job Title : Cartoonist

Job Description: Not sure - we are open to options such as credit on our website and social media outlets/portfolio. Open to discussion.

Part time and full time employment at the University of Kansas Medical Center

If you're looking for great part time work with one of the areas best hospitals and places to work, then look no further. Click the following link to browse open positions and to apply online:

<https://www.healthcaresource.com/kumed/index.cfm?&cjoborderby=&ifacilityid=all&cjobattr1=Part%20Time&fuseaction=search%2EjobList&ijobbrowstart=1&ijobcatid=100&nkeywordsearch=&template=dsp%5Fjob%5Flist%2Ecfm&ijobpostondaysold=&ckeywordsearchcategory=cdept%2C%20mdes>

Part time and full time employment at Truman Medical Center

Truman Medical Center has facilities centrally located in both Kansas City and Lee's Summit. They are an excellent company to work for. Click the following link to browse open positions, benefits, and to apply online: <http://www.trumed.org/careers>

Nelson-Atkins Museum of Art: STUDIO CLASSROOM ASSISTANT

Part Time, Saturdays

SCHEDULE

We are currently hiring for assistance with Saturday classes. Other shifts may be available, but applicants must be available to work on Saturdays during the day.

RESPONSIBILITIES

- The Classroom Assistant assists Ford Learning Center teachers in tasks related to the preparation and implementation of studio workshops. The Classroom Assistant works cooperatively with the teacher to create a positive environment for students. Additional duties include:
 - Offer assistance and positive reinforcement to students as needed.
 - Maintain an organized and clean classroom environment.
 - Participate in set-up and clean-up for workshops and classes as directed.
 - Work with Ford Learning Center colleagues to keep supply room and break room clean and orderly.
 - Attend all required staff development programs and meetings.
 - Keep an accurate work schedule.
 - Understand and adhere to the policies and procedures of the Museum and the Ford Learning Center.
 - Work with teachers and other Museum staff to ensure the safety of students at all times (i.e., escorting students to and from the bathroom/galleries).
 - Perform other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma or equivalent
- Enjoy working with children
- Ability to interact with the public and other Museum staff members in a polite and courteous manner
- Willingness to accept supervision from assigned Ford Learning Center teacher
- Ability to climb short stepladders and lift objects weighing up to 25 lbs.
- Ability to stand for extended periods of time
- Have reliable transportation to reach offsite locations.

Please visit

http://www.nelson-atkins.org/welcome/jobintern.cfm?utm_source=NA&utm_medium=web_footer&utm_campaign=careers to apply online

Nelson-Atkins Museum of Art: Exterior Visitor Services Officer

Purpose

The Exterior Visitor Services Officer assists visitors as they tour the Museum building and grounds; answers questions and gives directions; prevents damage to art and property; handles emergencies and stressful situations in a firm and courteous manner.

- Customer Service – Demonstrates good customer skills, is always available to assist visitors and staff members in a polite and courteous manner.
- Situations – Is able to handle stressful situations with confidence and diplomacy; brings problems or potentially difficult situations to the attention of a Supervisor.
- Protecting the Art – Prevents theft or damage to the art and property located inside the Museum and outside on the grounds by observing persons within the assigned post.
- Procedures on Post – Follows post procedures such as: inspects and counts items in the assigned gallery or posted area; completes daily box checks and speaker checks. Completes incident reports; visually sweeps the assigned post and picks up objects or items that could harm visitors or employees
- Emergency Procedures – In case of emergencies, evacuates visitors and employees from the Museum as quickly as possible and performs standard first-aid and CPR when needed.
- Efficiency – Is able to handle multiple situations efficiently and professionally.
- Accountability- Is able handle money and complete cash transactions in a timely and accurate manner. Can operate a cash register with a credit card machine.
- Equipment Operation- Is able to ride a bike, drive a cart and or operate a scooter in a safe manner while abiding by museum safety guidelines.
- Technology- Has basic computer knowledge and typing skills.

Scope

- 34,000 pieces in Permanent Collection
- 22 acre exterior grounds

Challenges & Opportunities

This position is challenged by the responsibilities to the public as well as to Museum staff. An officer may be called upon to offer directions to all parts of the Museum, asked about location of certain artworks and exhibitions and have information about Museum services and amenities. The Exterior Officer may be asked to assist in directing traffic flow in the garage as well.

The Exterior Visitor Services Officer is the ambassador for the Museum as he/she is often the first person the visitor encounters when entering. In emergencies the officer will be expected to think quickly and be prepared to direct visitors and staff to the nearest exit or safe place.

The officer also has the physical challenge of standing for periods of time and the mental challenge of remaining focused on visitor activity and safety of artworks. Exterior officers are challenged by varying weather conditions and their effects on the Museum grounds.

Position Requirements

- High School diploma or GED with demonstrated reading and writing proficiency in English
- Solid job history; excellent attendance and reliability
- Ability to explain guidelines and answer questions in a courteous and professional manner
- Ask questions when directions are unclear
- Maintain confidentiality of information regarding Museum security
- Be able to stand and remain alert for extended periods of time
- Must have good sight and hearing acuity and be able to climb stairs
- Maintain a neat and clean appearance
- Overtime and weekend shifts will be required
- Capability of handling cash transactions in a responsible and timely manner
- Basic typing skills with an understanding of computers and spreadsheets

Physical Demands

While performing the duties of this job, the officer is occasionally required to stand; walk; sit; use hands; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The officer must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, color visions, peripheral vision, and depth perception. Exterior Officers must work outdoors in all weather conditions and on varying terrain. The officer must be physically capable of traveling and operating a motor vehicle.

Please visit

http://www.nelson-atkins.org/welcome/jobintern.cfm?utm_source=NA&utm_medium=web_footer&utm_campaign=careers to apply online

Kemper Museum of Contemporary Art: Museum Shop Sales Associate (part time)

Working closely with the Retail Operations Manager, the Museum Shop Sales Associate's role is to provide assistance and excellent customer service to the visitors of the Kemper Museum's retail shop, online shop, and other retail initiatives. This individual will display confidence in generating sales, merchandising, and safeguarding the shop's assets.

Major Responsibilities

Customer Service

Greet and assist customers, handle sales transactions and answer general museum questions.
Establish and maintain relationships with customers and Museum Shop artists thru follow up, etc.
Use observation, insight and creativity to enhance the customer shopping experience.
Maintain the security of Museum Shop merchandise.
Attend curator led new exhibition walk-through.
Act as back up receptionist as needed.

Inventory Maintenance

In tandem with Retail Operations Manager, assist in the research and ordering process of product.
Participate in marketing/design projects for the Museum Shop.
Maintain accurate inventory data thru quarterly inventory counts, etc.
Maintain shop appearance by restocking, dusting, tidying, and organizing.
Receive, process, and display new inventory.
Maintain visual presentation of merchandise on display.
Create signage for shop merchandise.

Department Administration

Manage opening/closing procedures including completion of Shop Daily Sales Report and cash/check deposits.
Take/archive phone messages.
Meet email and membership sign-up quotas.
Assist in maintenance of electronic and paper files.
Assist with meeting monthly sales goals.
Attend monthly Museum Shop Staff meeting.
Other duties as assigned.

Key Competencies

Customer Service: Manages difficult or emotional customer situations, responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance, meets commitments.

Oral Communication: Speaks clearly, and persuasively in positive or negative situations, listens and gets clarification, responds well to questions, demonstrates presentation skills, participates in meetings.

Design: Generates creative solutions, translates concepts and information into images, uses feedback to modify designs, applies design principles, and demonstrates attention to detail.

Quality: Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

Attendance/Punctuality: Is consistently at work and on time, ensures work responsibilities are covered when absent, arrives at meetings and appointments on time.

Motivation: Sets and achieves challenging goals, demonstrates persistence and overcomes obstacles, measures self against standard of excellence, takes calculated risks to accomplish goals.

Job Specifications

Education: HS Diploma required/1 year college education (art/design background preferred)

Experience: Minimum of 1+ years retail sales
Knowledge of MAC OS X, Adobe CS4, MS Office, and QuickBooks
Excellent communication and organization skills
Ability to manage details with consistency and clarity
Ability to meet deadlines in a fast paced environment
Ability to work collaboratively with a diverse staff, artists, and customers
Ability to work accurately with multiple interruptions

Physical Requirements:

- **Vision:** The ability to see clearly at 20 inches or less and at 20 feet or more. The ability to identify and distinguish colors. Three dimensional vision, the ability to judge spatial relationships, and distances to see objects where and as they actually are. The ability to adjust the eye to bring an object into sharp focus.
- **Lifts Weight and Exerts Force:** lifts weight or exerts force on objects up to 50 lbs by lifting, lowering, pulling, carrying or pushing.
- **Handle:** The ability to seize, hold, grasp, turn or otherwise work with hand or hands and arm or arms.
- **Hear:** The ability to perceive the nature of sounds by ear.

Application Process

Resumes can be emailed to employment@kemperart.org or you may mail hard copies to:

Kemper Museum of Contemporary Art

Jean Hanover

Human Resources Manager

4420 Warwick Blvd.

Kansas City, MO 64111

Please provide a cover letter with salary requirement, resume and 3 professional references. Materials will be reviewed as they are received. No telephone calls please.

Kemper Museum of Contemporary Art: Executive Assistant

Position Summary

The Executive Assistant provides high-level administrative support to the Executive Director including preparation of presentation materials (including Board presentation materials) and other documents such as: correspondence, reports, and spreadsheet applications. Provides project support as determined appropriate.

Major Responsibilities

- Prepare for all meetings in advance by ensuring that agendas, files, supporting materials and action items are prepared and distributed to all attendees ahead of time. Send out meeting reminders as needed.
- Management of the Director's complex calendar, including scheduling of internal and external meetings and appointments, and travel.
- Answer, screen, and prioritize incoming telephone calls, submit receipts, and reconcile budgets.
- Handle all aspects of travel arrangements, including the development of detailed itineraries.
- Assist in correspondence (written and verbal) to a variety of the Museum's audiences, including Board members, donors, and staff.
- Assist in the organization and maintenance of the executive director's documents and filing system.
- Type, fax, copy and transcribe documents or dictation as required.
- Handle additional project work as assigned.

Key Competencies

Communication: Speaks clearly and persuasively, listens and gets clarification, responds well to questions, participates in meetings. Writes clearly and informatively, edits work for spelling and grammar, varies writing style to meet needs, presents numerical data effectively, able to read and interpret written information.

Team Work: Balances team and individual responsibilities, contributes to building a positive team spirit, puts success of team above own interests, supports everyone's efforts to succeed.

Professionalism: Approaches others in a tactful manner, reacts well under pressure, treats others with respect and consideration regardless of their status or position, accepts responsibility for own actions, follows through on commitments.

Dependability: Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time.

Quality: Demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality.

Organizational Support: Follows policies and procedures, completes administrative tasks correctly and on time, supports organization's goals and values.

Innovation: Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, and presents ideas and information in a manner that gets others' attention.

Job Specifications

- Bachelor's degree required.
- At least 3-4 years experience of progressive, related experience as an administrative assistant or program coordinator, or other relevant experience.
- Calendar management experience.
- Exercise discretion in handling all levels of internal and external communications regarding confidential matters.
- Demonstrated ability to exercise good judgment.
- Ability to take initiative and anticipate the Director's needs, prioritizes and multitask, be organized, and have the ability to work independently.
- Must have the ability to shift priorities based on departmental needs.
- Highly organized, meticulous, and a strong ability to multi-task.
- Excellent computer skills, (MS Word, Excel, and PowerPoint, Outlook.)
- Work experience in a museum, academic or research setting preferred.

Application Process

Resumes can be emailed to employment@kemperart.org or you may mail hard copies to:

Kemper Museum of Contemporary Art

Jean Hanover

Human Resources Manager

4420 Warwick Blvd.

Kansas City, MO 64111

Please provide a cover letter with salary requirement, resume and 3 professional references. Materials will be reviewed as they are received. No telephone calls please.

Kemper Museum of Contemporary Art: Museum Protection Manager

Position Summary

A Museum Protection Manager will have a familiarity and understanding of the expectations of a Level I and II Museum Protection Officer, a Kemper East and Kemper at the Crossroads Site Supervisor, and a Museum Protection Assistant Manager. This individual will be responsible for supervising Museum Protection Staff, and creating and implementing policy pertaining to the physical security of KMCA and its remote satellite locations in order to safeguard its works of art, both interior and exterior, its buildings, grounds, and parking areas to assure the safety and well-being of staff, visitors, and persons in and around the Museum and its remote facilities. This individual will possess strong customer service skills to assist in creating a quality visitor experience, ability to supervise co-workers, work with minimal supervision, and to carry out assigned duties and responsibilities in an effective manner.

Major Responsibilities

Protection of Artwork, Facilities and Public

- Develop, implement, and enforce security policies and procedures
- Coordinate security functions to maintain a safe and secure environment for staff, visitors, and artwork
- Ensure alarm, camera, and related security systems are functioning and maintained

- Responsible for procurement of all necessary supplies, parts, etc. for overall security function
- Responsible 24 hours a day for receiving and fielding emergency and alarm related phone calls

Supervision

- Develop and implement on-going training for security personnel, as well conduct regular information updates relating to museum activities
- Conduct regular departmental meetings, and systems of communication to disseminate information and discuss issues
- Conduct annual reviews of Museum Protection staff
- Conduct hiring and firing of Museum Protection staff as necessary
- Conduct disciplinary actions with Museum Protection staff as necessary
- Meet regularly with Museum Protection supervisors to compare ideas and observations
- Coordinate security personnel to facilitate in various departmental functions and after hours events and activities

Administration

- Forecast and budget for annual departmental operation
- Negotiate contracts with private service vendors
- Maintain appropriate security licensing as required
- Meet on a weekly basis with the Director of Finance and Accounting to update and discuss security activities
- Maintain communication and negotiate needs between the Museum Protection department and other departments

Visitor Services

- Develop, implement and train staff on customer service guidelines

Key Competencies

Job Knowledge/ Professionalism: Demonstrates the knowledge and skill necessary to perform effectively, understands the expectations of the job, and keeps professional knowledge up to date. Maintains integrity of Museum standards in ones presentation of self to the public.

Trustworthiness: Ability to maintain discretion and confidentiality as it pertains to the Museum's policy and procedures, personnel and other privileged information.

Interpersonal Skills: Maintains harmonious working relationships with supervisors, co-workers, and the public.

Judgment/Alertness: Ability to make sound judgments pertaining to safety of art and public. Ability to maintain constant awareness of people and surroundings.

Leadership: Exhibits confidence in self and others, inspires respect and trust, motivates others to perform well, and reacts well under pressure.

Job Specifications

Must pass KCPD Police Commission examination and receive a Class A Police Commission (requires U.S. citizenship or permanent residency status and a police record free of a felony conviction)

High School diploma or equivalent is required

Specialized training or study in Museum high security practices preferred

Prior supervisory experience required, 3 to 5 years

Previous security, law enforcement, military, or museum gallery experience is preferred

Ability to work overtime as required and to receive phone calls regarding museum functions and emergencies during non scheduled hours

Physical Requirements:

- **Stand/Walk:** The ability to remain on one's feet in an upright position at a work station without moving about. The ability to move about on foot
- **Sit:** The ability to remain in a normal seated position
- **Talk:** The ability to express or exchange ideas accurately, loudly, or quickly by means of the spoken word, imparting information or detailed instructions to clients, to the public, or to other workers
- **Handle/Feel:** The ability to seize, hold, grasp, turn, or otherwise work with hand or hands
- **Stoop:** The ability to bend the body downward and forward by bending spine at the waist; requires full use of the lower extremities and back muscles
- **Reach with hands and arms:** The ability to extend the hands and arms in any direction

- Lifts Weight and Exerts Force: Lifts weight up to 40 lbs or exerts force by lifting, lowering, pulling, carrying, pushing, slapping, striking, kicking, pulling, or jerking
- Vision: The ability to see clearly at 20 inches or less and 20 feet or more. The ability to observe an area that can be seen up and down or to the left and right while eyes remain fixed on a given point. Three-dimensional vision, the ability to judge distances and spatial relationships to see objects where and as they actually are. The ability to adjust the eye to bring an object into sharp focus. This is required when doing close work at varying distances from the eye

Application Process

Resumes can be emailed to employment@kemperart.org or you may mail hard copies to:
 Kemper Museum of Contemporary Art
 Attn: HR Manager
 4420 Warwick Blvd.
 Kansas City, MO 64111

Please provide a cover letter and 3 professional references. Applications will be reviewed as they are received. No telephone calls please. Please note: The final candidate for this position must be willing to submit to and successfully pass a background check.

Café Sebastienne at the Kemper: Busser Position

Department: Café Sebastienne

Classification: Hourly

Reports to: General Manager

Position Summary

The busser provides exemplary customer service to the guests of Café Sebastienne, one of Kansas City's premier restaurants. The Busser creates a welcoming environment for our guests by ensuring the dining room is clean, free from trash and debris, and tables are set up properly. This person works within a team to clear and reset tables quickly between seatings. Additionally, the Busser refills beverages for guests, and performs light housekeeping duties such as sweeping floors, stocking glassware and ice, and ensuring things are stocked and orderly.

This individual is committed to creating a fine dining experience for all Café patrons, plays a key role in front of house activities, assists the servers in plate removal, and insures that all guests are given water in a timely fashion.

Major Responsibilities

Food/Customer Service

- Provides exemplary customer service to guests of Café Sebastienne
- Keeps up-to-date on daily specials and menu changes
- Presents menu and daily specials, answers questions, and makes suggestions regarding food and service
- Writes
- Relays
- Ladles soup, brews coffee, and performs other services as determined by establishment's size and practices
- Observes diners to respond to any additional requests and to determine when meal has been completed
- Clears and resets counters or tables at conclusion of each course

Key Competencies

Customer Service: Responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance

Oral Communication: Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions

Team Work: Balances team and individual responsibilities, contributes to building a positive team spirit

Attendance/Punctuality: Is consistently at work and on time, ensures work responsibilities are covered when absent

Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals
Safety and Security: Observes safety and security procedures, uses equipment and materials properly.

Job Specifications

Must work well in a fast-paced, high-energy environment

Requirements and Working Conditions:

6 months experience as a Busser in a full-service restaurant preferred.

Must be able to assist guests and possess great guest relations skills.

Ability to work positively in a fast-paced environment.

Ability to be on your feet and alert for extended periods of time.

Basic to intermediate English communication skills.

Ability to work effectively within a team.

Ability to lift up to 50 lbs. as needed.

Continuous use of hands and arms.

Continuous bending, reaching and twisting.

Application Process

Resumes can be emailed to: employment@kemperart.org

Mail hard copies to:

Kemper Museum of Contemporary Art

Attn: Jean Hanover

4420 Warwick Blvd.

Kansas City, MO 64111

Application forms are also available for completion at the visitor services desk and can be completed in person during the Museum's operating hours. Applications will be reviewed as they are received.

Café Sebastienne at the Kemper: Host Position

Department: Café Sebastienne

Classification: Hourly

Reports to: General Manager

Position Summary

The host provides exemplary customer service to the guests of Café Sebastienne, one of Kansas City's premier restaurants. This individual is committed to creating a fine dining experience for all Café patrons. The Host greets all guests with genuine enthusiasm and warmth upon arrival, informs guests of their wait time, enters guest names into the computer system, shows guests to their table and bids guests farewell as they leave. Additionally, the Host cares for our guests by refilling beverages and performs light housekeeping duties such as cleaning glass and menus.

Major Responsibilities

Food/Customer Service

- Handles all to go orders
- Keeps up-to-date on daily specials and communicates with Marketing department for Facebook posts.
- Presents menu and daily specials, answers questions, and makes suggestions regarding food and service
- Writes to go order on check or memorizes it.
- Rings up order information in the POS system
- Observes diners to respond to any additional requests and to determine when meal has been completed
- Totals bill and accepts payment
- Clears and resets counters or tables as needed to support server staff

Menu Control

- Inserts and removes menus as needed
- Maintains to go flatware and napkins
- Makes sure all menus are clean

Reservation system

- Assists with the input of reservations into the reservation computer
- Answers phone with speed, politeness, and professionalism

Key Competencies

Customer Service: Responds promptly to customer needs, solicits customer feedback to improve service, responds to requests for service and assistance

Oral Communication: Speaks clearly and persuasively in positive or negative situations, listens and gets clarification, responds well to questions

Team Work: Balances team and individual responsibilities, contributes to building a positive team spirit

Attendance/Punctuality: Is consistently at work and on time, ensures work responsibilities are covered when absent

Dependability - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals

Safety and Security: Observes safety and security procedures, uses equipment and materials properly.

Job Specifications

6 months experience in a full-service restaurant preferred.

Must be upbeat, outgoing and positive.

Must be able to assist guests and possess great guest relations skills.

Ability to work positively in a fast-paced environment.

Ability to stand/walk and stay focused and alert for extended periods of time.

Excellent verbal communication and interpersonal skills.

Ability to work effectively within a team.

Ability to effectively communicate on the telephone.

Ability to lift up to 35 lbs.

Application Process

Resumes can be emailed to: employment@kemperart.org

Mail hard copies to:

Kemper Museum of Contemporary Art

Attn: Jean Hanover

4420 Warwick Blvd.

Kansas City, MO 64111

Application forms are also available for completion at the visitor services desk and can be completed in person during the Museum's operating hours. Applications will be reviewed as they are received.

Japanese/English Translator: Allied Barton Security Services

Looking for a person that speaks fluent Japanese. Pay rate is \$13.50 to \$15.00 per hour at a premiere site in Overland Park, Kansas.

Please contact Jeff Faudere at 913-202-1884 or 913-327-1919 ext. 71884. Email Jeff Faudere at jeffrey.faudere@alliedbarton.com to apply or for more details.

POTTERY BARN KIDS: On the Plaza

Seasonal Positions

We are now accepting applications for seasonal hires. Please come in and either fill out an applications or just drop of a resume.

ANN TAYLOR: On the Plaza

Part Time Sales

Ann Taylor has part time sales opportunities available. Applicants need open availability 12 – 24 hours per week. Contact Cheryl at 816.561.6300.

HOT MAMA: On the Plaza

Inventory Specialist:

Do you make lists for fun? Are you always ‘the organized one’? Hot Mama is looking for Inventory Specialist’s at select locations to keep our store running smoothly. Inventory Specialists, AKA Inventory Watchdogs, are fantastic problem solvers, positive communicators and have strong computer skills. They work well alone but also love to join others in the sandbox. This is a part time position that creates full time happiness with our moms.

To apply, send resume and application to Denise Vedder at denise@hotmamaonline.com. Download and complete application at <http://www.shopmama.com/careers.cfm>.

Stylist:

Love to play dress up? Passionate about helping women feel beautiful? Hot Mama is looking for stylists to help us empower, inspire and style moms. Stylists are our front lines. Our product pioneers. Our rock stars. They bring our customer experience to life every time they’re on the floor. They have a fabulous personal sense of style and strong, positive communication skills. They are the reason our moms walk out the door feeling beautiful.

Those who find significance and success at Hot Mama fully embrace our four core values:

- Making moms look and feel beautiful
- Building relationships with our customers
- Understanding the needs of moms
- Creating a positive, feel-good energy
- To apply, send resume and application to Rachel Teahan at rachel@hotmamaonline.com. Download and complete application at <http://www.shopmama.com/careers.cfm>.

L’OCCITANE: On the Plaza

Sales Associate

L’OCCITANE is a unique brand focusing on the well-being of women and men alike. It seeks to create harmony, which links the pleasure of the senses with inner balance. The products range from skincare to home fragrances. All are manufactured in the time-honored traditional way using fine natural ingredients, primarily from Provence.

The company was founded by Olivier Baussan in the south of France in 1976. The first shop and mail order service was opened in Volx, France, in 1980. The current factory in Manosque was established in response to an ever-growing distribution network. In the mid to late 1990s subsidiaries were opened in the United States, Hong Kong and the United Kingdom.

Today, L’OCCITANE US employs over 1000 people with more than 180 boutiques in the United States covering over 30 states. L’OCCITANE also has a significant worldwide presence, with boutiques in nearly 90 countries. All products and boutiques reflect the Company’s core values of authenticity, simplicity, sensory pleasure and respect for people and the planet. From simple, natural ingredients, L’OCCITANE creates products that serve the ultimate goal of well-being in ourselves and in our homes. The fragrances are varied, unusual, natural and wonderfully appealing.

Please visit the About L’OCCITANE section of the website to learn more about L’OCCITANE.

Please apply in store.

VERA BRADLEY: On the Plaza

Team Leader

FUNCTION

Work alongside sales associates providing daily direction, communication and training to execute daily action plans in accordance with Vera Bradley's objectives and standards.

EDUCATION AND/OR WORK EXPERIENCE

- High School graduate preferred
- 1-3 years retail experience.
- Experience with retail POS system a plus

ENVIRONMENT & PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant walking and standing; frequent bending, stooping and reaching
- Ability to occasionally lift up to 35 lbs
- Strong sensory skills, such as good eyesight, hearing and dexterity
- Ability to operate office equipment, including computers, copiers, fax machines and phone

Store Associate

FUNCTION

Support and maintain the integrity of the Vera Bradley "experience" through exceptional customer service, upholding store image standards, maximizing sales and assisting in store operational needs.

EDUCATION AND/OR EXPERIENCE

- High School graduate preferred
- Prior retail experience strongly preferred
- Experience with retail POS system a plus

ENVIRONMENT & PHYSICAL DEMANDS

The physical demands described here are representative of those an individual must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Constant walking and standing; frequent bending, stooping and reaching
- Strong sensory skills, such as good eyesight, good hearing and dexterity
- Ability to occasionally lift up to 35 lbs.

Apply at verabradley.com/careers

CHUY'S: On the Plaza

All Positions

Chuy's is accepting applications. Please call, 816.931.2783, for more information.

LUCKY BRAND: On the Plaza

Seasonal Associates

KEY ROLES/RESPONSIBILITIES

- Ensure every customer receives exemplary customer service
- Ensure customers are your primary focus and all other tasks are secondary.
- Assist customers with wardrobe styling and comfortable with sharing up to date fashion knowledge
- Display expert product knowledge of product, company history, company policy and store/company strategies
- Meet selling expectations and achieve individual and team sales goals, and contribute to the store's overall success
- Work well with others and collaborate to build a strong store team.
- Work with Store Management to set goals for personal skills development

- Provide assistance with floor sets, window changes and other merchandising and visual expectations
- Ensure adherence to all company policy and procedures.
- Adhere to availability and scheduling needs of the business.
- Perform POS transactions accurately and efficiently and follow all cash handling procedures.
- Ensure Loss Prevention awareness to protect the store from internal and external shortages.
- Assist store management team with housekeeping responsibilities.

REQUIRED SKILLS/EXPERIENCE

- Outgoing personality that can interact openly with others
- Demonstrated ability to achieve individual selling goals and metrics
- Customer Service experience required
- Demonstrated sales accountability
- Strong personal leadership skills and desire to succeed
- Exceptional interpersonal, communication and customer service skills
- Ability to work in a team environment with peers and supervisors
- Ability to receive feedback from management and peers.

GAP: On the Plaza

Sales Associates

Gap Sales Associates love the brand, love our products, and are passionate about bringing those products to life for our customers. Sales Associates work as members of the store team to lead a positive customer and brand experience, while being BOLD, EASY, and REAL. Gap Sales Associates follow our founder's legacy of doing what they love- serving our customers and the communities in which they work and live. Providing our customers with an optimal shopping experience is our #1 priority. We work as a team, and team members are expected to perform a variety of cross-functional tasks as assigned by the leader on duty or as needed to ensure overall customer satisfaction. This job description intends to describe the general nature and level of work people assigned to this job perform. It is not intended to include all duties and responsibilities. The order in which duties are listed is not significant.

Our Sales Associates:

- Influence customer buying decisions, by communicating information about the quality, value and style of Gap products including style, fit, fabric, price, and care instructions.
- Differentiate the Gap Brand and products from competitors with real connections with our customers.
- Set the example by role modeling our Selling culture to provide outstanding customer service. Demonstrate peer coaching and facilitate training for new Sales Associates.
- Utilize available Gap Brand resources, including GapCard and store promotions and training, to create sales and build customer relationships.
- Positively and proactively help solve problems for our customers and can balance multiple customers in a fast-paced retail environment.
- Deliver results in their role to contribute to their stores success. Are aware of and accountable to store and individual goals and results.
- Contribute to a positive work environment by consistently treating all Gap Brand employees and customers with respect.
- Demonstrate a high degree of integrity and enforce/uphold all company policies (ie. LP, Customer, Employee) and communicates violations to the leadership team or the Code of Business Conduct Hotline.

- Completes floor replenishment and shipment as needed to ensure customer satisfaction and size availability.
- Maintains store standards per Visual Presentation Assessment direction to enhance customer shopping experience.

Qualifications

- Are knowledgeable and enthusiastic about current fashion/trends. Consistently seeking new fashion and product knowledge to serve as an expert for our customer.
- Have strong communication, influencing and time management skills
- Are confident and can easily build rapport when meeting new people
- Can assess customer needs and enjoy helping people solve problems
- Enjoy being part of a team environment
- Preferably have previous retail and/or customer service experience
- Have availability and flexibility to work nights, weekends, store openings and closings, to meet the needs of the business.
- Can safely lift 30 lbs. and can maneuver throughout the sales floor and stockroom

Gap, 424 West 47th Street, 816-360-8200

LOFT: On the Plaza

Part Time Sales Associate

Does your style work with ours? Fit might not come across on a job description. But candidates who “fit” feel strongly connected with all the things a woman values, believes in, supports, defends, embraces, loves.

They’re relationship builders, team players, believers in fashion first and people always. Those “one in a million” candidates are the ones we covet. Because they’re capable of shaping an experience that will make someone’s day; inspire her to look, feel and be her best. They make it happen. Because they get it. Because they fit. By joining LOFT, you will be contributing to our mission of creating an undeniably feminine, incredibly optimistic, and effortlessly stylish casual brand.

If you combine a love of all things fashion, the desire to be a trusted advisor and client confidante, and an eye for the latest and greatest, you could have a bright future as a LOFT Store Associate!

What makes a great fit for LOFT? Our must-haves include:

- An ability to connect with others
- An affinity for fashion and client service
- A trusting, genuine and upbeat attitude
- An ability to build long-lasting relationships
- If you’re ready to grow your career with one of retailing’s biggest success stories – why not try us on for size?

To find out more, visit us at www.anncareers.com

235 West 47th Street, Kansas City, MO 64112, 816-531-6134.

THE ART OF SHAVING: On the Plaza

Sales Associate (Shaving Specialist)- Part Time

The Art of Shaving Seasonal Sales Associates meet and exceed sales goals by providing an exceptional shopping experience through knowledgeable, professional and efficient service standards. As ambassadors of the brand, our Seasonal Sales Associates are enthusiastic motivated team players passionate about skin care and helping our customers achieve The Perfect Shave.

Summary of job

Meet and exceed sales goals by providing a positive customer shopping experience through knowledgeable, friendly and efficient service standards.

Responsibilities

- Provide welcoming and knowledgeable customer service
- Responsible for meeting individual sales plan
- Responsible for tracking and reporting individual performance
- Responsible for opening Store/Key Holder
- Responsible for closing of store including end of day cash and credit card reporting
- Responsible for managing Barber Spa appointment book (where services are available)
- Perform merchandising duties including replenishment of stock throughout shift
- Assist in cleaning and maintenance of store as needed
- Responsible for operating cash register
- Perform duties as assigned by Store Manager
- Observe and monitor loss prevention
- Competencies
- Customer Service – Welcoming and knowledgeable customer service, exceptional communication skills, responsible for entire customer experience, and ambassador of the brand. Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Oral Communication – Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions.
- Business Acumen – Understands business implications of decisions; Displays orientation to profitability; Demonstrates knowledge of market and competition; Aligns work with strategic goals.
- Organizational Support – Follows policies and procedures; Completes tasks correctly and on time; supports organization's goals and values.
- Records- Tracks sales metrics using Gold Standard forms
- Safety- Maintain safety standards in the store.
- Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.
- Professionalism – Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Attendance/Punctuality – Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Dependability – Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications

- Upscale retail experience
- Proven sales record
- Responsive and attentive customer service skills
- Enthusiastic, motivated, team player
- Exceptional written and verbal communication skills
- Proficient with current computer technologies
- Physical Demands: include but may not be limited to standing for long periods at a time and lifting/pushing/unpacking/storing shipments up to 10 lbs.

VICTORIA'S SECRET: On the Plaza

All Openings

Victoria's Secret is an iconic specialty retail brand that needs no introduction. Our name has become synonymous with all things feminine and sexy.

Sales Team

Join the sales team, build your career with us and inspire customers by building relationships and delivering a personal experience. Plus, take advantage of a competitive salary, associate discounts, first looks and incentives for performance.

Seasonal Team

Work with us during the holiday season. Experience what it's like to work at Victoria's Secret and enjoy our amazing discount!

Friends and Family

Work with us on some of the busiest days this holiday season and take advantage of the associate discount. Apply in person at the Country Club Plaza. Various elevated associate positions available throughout the metro area. Please inquire within.

455 Nichols Rd, Kansas City, MO 64112

Phone: 816.531.2650.

TEAVANA: On the Plaza

Sales Associate

Teavana is one of North America's most unique and fastest-growing specialty tea retailers opening approximately 50 to 60 new stores per year. CNNMoney.com mentioned us as having an innovative retail concept and we were also recognized by ICSC as one of the hottest retailers. We carry over 100 varieties of loose leaf tea, a variety of high quality teapots and an assortment of tea accessories from around the world. Sales Associates (Team Members) at Teavana are our teaologists! They share their knowledge of the quality, variety, and benefits of Teavana teas. They ensure quality guest service through active listening, the ability to identify the best products for the customer and suggesting alternatives and/or additional items as appropriate. They thrive on interaction and consistently meet or exceed their sales and customer service goals which gives them the opportunity to achieve a bonus!

AMERICAN APPAREL: On the Plaza

Sales Associate

We are currently looking for intelligent, friendly and dedicated people to work in our Country Club Plaza Location. Integrating fashion, sales, art, design and technology, American Apparel offers many unique job opportunities, healthcare benefits for full-time employees, and room for advancement. We are now hiring for full time and part time sales associates and back stock associates!

We are looking for extremely dedicated, outgoing and stylish individuals.

Applicant must have:

- Great sense of style
- Exceptional customer service skills
- Desire to learn about products in order to assist customers
- Basic computer skills
- Fun attitude and strong work ethic
- Previous retail experience is a plus but not necessary

If you are interested in working for us, please bring resume to: American Apparel Country Club Plaza, 447 W. 47th St. Kansas City, MO 64112, (816) 561-1533
You may also apply on our website at www.americanapparel.net/careers/ .

BCBGMAXAZRIA: On the Plaza

Sales Associate

We seek experienced candidates that are: Dedicated and dynamic leaders with extensive retail experience, who possess a commitment to excellence and passion for our brand!

Sales Associate Candidates must have a proven track record in a fashion-forward, customer-oriented, retail-clothing environment. Posses at least 1 year of selling performance in a retail business. Possess clientele skills to develop relationships with current and prospective clients. Possess ability to drive personal business & client appointments while supporting store management to drive company initiatives.

Key Initiatives:

- Directly reports to Store Management staff.
- Perform selling and clienteling practices in line with company direction.
- Drive personal business with client appointments & wardrobing.
- Protect the BCBG Max Azria brand with up-holding product knowledge and visual standards, and personal brand association.
- Assist store management & staff with store initiatives when needed.
- An ambition to build a career with the BCBG Max Azria Group.

Please contact BCBG at: 816.931.7400.

SUNGLASS HUT: On the Plaza

Part Time

You know them! You love them! Now, join the team that brings them to the world. At Sunglass Hut, we combine the vision and talents of the best. With over 2,000 stores globally, we offer the latest branded products. As a member of our team you'll not only be part of an organization that is leading the world in fashion and service, but dynamic careers as well.

General Functions:

Oversee the daily function of store operation to include- selling, recruiting, store set up, maintenance and inventory control. Achieves store success working towards the maximum expectation. In a single coverage environment, delivers superior sales results by assisting customers in selection products to best suit their lifestyle.

Knowledge and Skills:

- Strong selling skills
- Independent and self-motivated worker
- Strong communication and listening skills
- Interpersonal Skills
- Strong negotiating and influencing skills
- Basic math skills
- Familiarity with cash register, computers and calculators
- Previous experience in retail and customer service

Working Conditions:

Single coverage environment, on your feet most of the day.

Please contact Sunni at 816.531.4340.

MICHAEL KORS: On the Plaza

Sales Team

Qualifications:

- 1-3 years of relevant sales experience
- Excellent communication & interpersonal skills-Utilize the elevated levels of sales and service to maximize sales performance
- Demonstrate an in-depth knowledge of the merchandise
- After closing a sale, monitor all details including: shipping, alterations (if applicable) and special requests to ensure customer satisfaction
- Maintain a keen interest in the fashion industry and market trends
- Build and maintain repeat clientele: utilize client book

Currently seeking elevated Assistant Manager and Sales Associates to join the team at Michael Kors. All inquiries please contact Jeni Stalone at mkl.00583@michaelkors.

PLAZA VALET: On the Plaza

Valets

Looking for a fast-paced & fun job with great pay? We want to talk to you! Due to our rapid growth, Lanier Parking Solutions, recognized as a Great Place to Work, is looking for high-energy Valets to join our team! Our Valets make up to \$12.00 / hour (hourly plus tips).

If you are looking for a challenge apply [here](#)

Or email, plazavalet@lanierparking.com

[Back to top](#)

PANDORA: On the Plaza

Sales Associates

Pandora Jewelry is looking to hire full-time and part-time sales associates for their store, and no experience in sales or retail is necessary because Pandora will provide all the training. We are also looking for management team members. If you're interested in working with one of the world's most cherished jewelry brands, please call toll free 877.412.5577 or go to our online application at <https://www.pandoratowson.com/apply/>

COOPER'S HAWK WINERY & RESTAURANT: On the Plaza

Servers, Bartenders, Tasting Room Attendants, Host Staff, Kitchen Staff

Cooper's Hawk Winery & Restaurant is a modern, casual dining experience with warm service and a menu designed with their own handcrafted wines in mind.

We recognize the reason for our continued success is the team of outstanding individuals who work in our stores. We are currently seeking servers, bartenders, tasting room attendants, host staff, and all kitchen staff to join our Kansas City team!

To apply, visit: <https://my.peoplematter.at/coopershawk/Hire/Application>

TOMMY BAHAMA: On the Plaza

Sales Associate

Tommy Bahama defines relaxed, sophisticated, island-inspired living, with a complete collection of men's and women's sportswear, denim, swimwear, accessories, a complete home collection and restaurants.

Tommy Bahama is looking for a qualified Sales Associate to join our efforts to create an island lifestyle that inspires the world to relax.

MISSION

Take responsibility for achieving individual and team sales goals. Enhance the guest's experience by providing prompt, friendly, knowledgeable, and professional service that supports Tommy Bahamas' Retail Mission Statement, Core Values and Service Excellence techniques.

KEY RESULTS AREAS

Genuinely greet all guests with a friendly smile and personalized offer to help with their shopping needs.

Assess the needs of guests by asking open-ended questions and provide the appropriate level of service and expertise using the answers to those questions.

Learn about and apply guest likes, dislikes, color preferences, and attitude to best meet and exceed their shopping needs.

Recommend, select, and help locate or obtain merchandise based on guest needs and desires.

Learn, reference and apply product knowledge information obtained from various sources such as co-workers, seasonal buy strategy and visual documents, company Intranet, product labels, and Product Knowledge binder.

Embrace brand direction by providing product knowledge and fashion direction with guests on a daily basis.

Be a strong ambassador of the brand by personally representing the season's trends and key items for the business.

Maintain current knowledge of tommybahama.com, marketing programs, images, and media plans.

Prepare fitting rooms for guests; keep fitting rooms clean and free of merchandise when not in use, escort guests to the fitting room and neatly present guest's selected merchandise in the fitting room, etc.

Provide ongoing guest service while the guest is trying on merchandise (e.g. fit, fashion and wardrobing advice, suggest add-ons, promptly remove unwanted items from the fitting room for the guest, etc.)

Proactively seek opportunities to up sell and add-on additional merchandise, further enhancing the guest's shopping experience.

Anticipate and overcome guest objections to purchasing merchandise.

Meet and exceed sales and service performance goals set by store management team members including but not limited to individual sales, units per transaction (UPT,) dollars per transaction (DPT,) etc.

Build lasting relationships ("clientele") with guests by contacting them to follow up on purchases, suggest new merchandise, and remind them of upcoming events.

Accurately and efficiently facilitate guest purchase and return transactions.

Maintain proper banking and media accountabilities at POS while following all "Banking" and "Cash Wrap" policies and procedures.

Capture and/or verify guest contact information in GRM database when appropriate.

Watch for and recognize loss prevention situations and know how to prevent and handle these situations using outstanding guest service and "Loss Prevention" policies and procedures.

Maintain a clean and safe environment for team members and guests.

Follow Retail Operations policies and procedures.

Actively participate in all store-related meetings and trainings, and apply learned skills on the job.

Be receptive to feedback and coaching.

Participate in executing visual merchandising philosophies, cleaning and upkeep of physical store at the direction of store management. Assisting guests should always come first.

Embrace, articulate, and reflect the PARADISE Core Values.

Demonstrate the Tommy Bahama PARADISE Core Values in all business decisions and actions.

Commit to maintain the culture through the evolution of the business.

EXPERIENCE, TALENT AND EDUCATION

Education/Training

2 years guest service and sales experience preferred

Retail apparel experience preferred

High school diploma or GED required

Knowledge/Skills

Strong sales and service skills, strong interpersonal skills, verbal communication skills, listening skills, ability to multi-task, time management skills, organization skills, basic math skills, cash handling/transaction skills, and ability to set and achieve goals.

Tommy Bahama is full of smart, creative islanders. We support a work hard, play hard culture and hope you are ready for the challenge.

Tommy Bahama, Inc. is an Equal Opportunity Employer.

Mahalo (thank you) for your interest in Tommy Bahama!

SUR LA TABLE: On the Plaza

We're hiring SEASONAL employees at Sur La Table!

Discover where your passion for cooking and entertaining can take you! Visit our careers page

<http://www.surlatable.com/careers> to apply!

Seasonal Sales Associate: The Seasonal Sales Associate creates an experience for our customer that delights and inspires. This position assists in executing and supporting all store initiatives that contribute to generating sales.

Seasonal Cashier: The Cashier is responsible for maintaining customer service as per company standard, generating sales, merchandising, signing, pricing, cash register operations (POS) and loss prevention in adherence to Sur La Table Policy/Store standards. This position contributes to the success of the store by ensuring each customer receives outstanding service in a friendly environment.

- Seasonal Stock Associate: The Seasonal Stock Associate assists in maintaining the stock room and replenishing the sales floor with merchandise during our busiest time of year. This position assists the store team in ensuring all shipment/receiving processes are followed by required standards and keeps the stock room organized so that available merchandise can be located quickly, safely and efficiently.

Sur La Table is an Equal Employment Opportunity employer. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, religion, disability, sexual orientation, genetic information, veteran status, or marital status.

About Sur La Table:

In 1972, the first Sur La Table opened its doors in Seattle's Pike Place Market. Everyone from novice home cooks to professional chefs found a surprising selection of culinary tools from around the world—with plenty of help from an enthusiastic, knowledgeable staff who loved cooking, too.

We've now grown to more than 100 stores across the country. Both our website and catalog are viewed by millions of people each year, and our cooking class program is the largest avocational cooking school in the US.

Sur La Table is the premier place to find an unsurpassed selection of innovative goods for the kitchen and table, and we're just as passionate about cooking and entertaining as we ever were.

TUMI: On the Plaza

Part Time Manager

We are the high-profile, leading-edge luxury lifestyle brand with an ever-expanding international presence.

We have developed a dedicated following among the world's most discerning consumers: celebrities,

politicians, business innovators and affluent travelers. These influential style leaders choose our products because they offer the ultimate in sophisticated design, unsurpassed quality and smart functionality.

We are currently seeking a results driven Part Time Manager (10-20hrs)

Specific responsibilities include:

- Manages and coordinates the daily operations of the store and the daily activities of the sales staff engaged in promoting and selling products to ensure customer satisfaction.
- Maximizes sales by building high performing teams, enhancing our brand image in the market, and ensuring a consistent superior customer experience.
- Develops new customer relationships and interacts with existing customers to increase sales.
- Attains monthly sales, conversion and other KPI goals.
- Builds strong partnerships with corporate, district and/ or regional manager.

JOB REQUIREMENTS

In addition to intelligence, high energy and visionary thinking, the ideal candidates will have related luxury or specialty retail experience, a good selling presence and superior customer service skills.

Tumi is an equal opportunity employer

TALBOTS: On the Plaza

Sales Associate

The Talbots Sales Associate provides an exceptional selling and customer service experience that promotes the product and supports the brand. Sales Associates must demonstrate selling competence, styling expertise and possess a love of fashion. Sales Associates are accountable for achieving productivity goals by using product knowledge using selling tools and available resources.

Sales Support Associate

The Talbots Sales Support Associate is responsible for receipt and transfer of inventory, stockroom maintenance, assisting in the execution of visual merchandising, sales floor support, backroom duties and other operational duties as assigned by management. In multiple location stores, the Sales Support Associate will perform these duties for both sites as assigned. This position performs in a supportive and productive manner, operating in the best interest of store performance and customer service.

PAPER SOURCE: On the Plaza

Management positions available. Please visit our website for more information, www.papersource.com

ST. JOHN: On the Plaza

Sales Associate

POSITION SUMMARY STATEMENT

The Sales Associate is responsible for contributing to the store sales by providing The St. John Experience level of service to all internal and external clients, building rapport with clients, clienteling, supporting the management team and representing St. John.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Consistently demonstrates Relationship Selling Skills to achieve and exceed planned daily, weekly and monthly sales goals set by Store Management
- Demonstrates the Relationship Selling Skills from The St. John Experience: The Client program to actively develop new clients and further develop existing client relationships
- Demonstrates behavior that reflect the Guiding Principles

- Maintains client book to standard and generates sales utilizing the client book through appointments and daily correspondence with clients
- Demonstrates strong product knowledge; keeps updated on new products, marketplace and fashion trends
- Promotes and supports the St. John customer loyalty programs
- Demonstrates high degree of professionalism in communication, attitude and teamwork with clients, peers and management team
- Demonstrates proper etiquette when communicating with internal and external clients (i.e. in-person, phone, e-mail, and written communication)
- Understands and performs all POS functions accurately, professionally and within Company guidelines
- Has a strong knowledge of the alteration process and fitting a client for alterations
- Assists in merchandising and maintaining the appearance of the store according to St. John standards
- Maintain store, lunchroom, stockroom and bathroom to Company standards
- Assists in the preparation and execution of stores physical inventories and actively participates in resolving inventory discrepancies
- Actively contributes to non-selling activities and loss prevention initiatives
- Demonstrates high level of quality in work, attendance and appearance
- Actively participates in Monthly Touch Bases and follow-ups
- Attend all required Store Meetings
- Maintains standards of cleanliness and organization
- Adheres to all Company Policies & Procedures
- Adhere to Timekeeping procedures
- Adhere to local, state and federal laws

MINIMUM QUALIFICATIONS:

Competencies:

- Client focused
- Goal-oriented; driven to be successful
- Excellent communication (written, verbal and listening)
- Highly collaborative team player
- Adaptable
- Displays professionalism
- Initiative
- Honest and has integrity
- Positive, optimistic and demonstrates excitement for what they do
- Embraces change
- Solution oriented

Education/Experience:

- 2-3 years sales experience in a luxury brand retail store
- Understands the luxury client
- Loyal client base or experience with clienteling
- Worked in a clienteling environment and has built a loyal client base
- Ability to work varied hours: nights, days and weekends to support the business needs

TO APPLY:

Please visit www.sjkcareers.com

SPERRY TOPSIDER: On the Plaza

SPERRY TOPSIDER (Country Club Plaza) is looking for highly motivated Part-Time Sales Associates and a Seasoned Key Holder for the Fall/Holiday Season. Prior Retail Experience is Desired. Skills: Motivated – Energetic – Outgoing and Goal-Driven – Taste for Fashion- Knowledge of Company and Product Lines; AM Days and Weekend Shift Availability is a Must!

Please apply at: www.wolverineworldwide.com/careers, or contact the store directly at (816) 960-6857

BRIGHTON: On the Plaza

Sales Partner

This person needs to be energetic and have open availability. We need people that can work part-time days, evenings and weekends. They will average 10-20 hours per week. Retail experience is required. Brighton Collectibles is a wonderful company and we have a fabulous team here on the Country Club Plaza.

TIVOL: On the Plaza

Sales Associate

A TIVOL Sales Associate is expected to achieve a high volume of personal sales through the delivery of outstanding customer service in full compliance with the operating standards, policies and procedures of TIVOL. The ideal candidate is able to cultivate strong customer relationships and take complete responsibility for all of a client's needs — sales, special orders, jewelry cleaning and repairs.

Desired skills and expertise:

- Associate's degree (A. A.) and at least five years related experience and/or training; or equivalent combination of education and experience
- Ability to establish rapport, listen, and adapt behavior communication styles to best communicate with others
- Ability to develop an appreciation of what TIVOL means to the community with regard to quality, service, and the commitment to proactive customer service
- Ability to function effectively in a team environment
- Willingness to remain on the floor throughout the day and to adjust lunch hour and breaks to accommodate the day's traffic
- Enthusiasm for learning about merchandise and ability to instruct customers on wearing and care
- Must be willing to work at Hawthorne Plaza location

NEW STORE OPENING: On the Plaza

Positions start November 15th.

PT (15 to 25 hrs week) Fashion Consultant

FT (32 hrs week) Fashion Consultant

All team members create high volume sales through providing excellent customer service and fashion advice directly to our customers. The ideal candidate is able to establish rapport, listen, and adapt behavior communication styles to best communicate with the customer. Additional duties include processing transactions, special orders, store cleanliness and general retail duties.

Desired skills and expertise:

- 1 year related experience and/or training; or equivalent combination of education and experience

• Enthusiasm for learning about merchandise and ability to instruct customers on wearing and care
Apply by completing our on-line application: www.naninaluswim.com
or e-mail your resume for consideration to naninalumanager@gmail.com

FOREVER 21

Forever 21 on the Country Club Plaza is now hiring for Seasonal Associates. Must be 18 and over. Come apply in store today!

Steamboat Arabia: Tour Guide

Do you enjoy telling stories or know someone who does in the Kansas City area? The museum is looking for a tour guide to work 3 to 4 days per week, including weekends. Applications are available in the gift shop, or you may e-mail a resume to: steamboatmuseum1856@gmail.com

Call (816) 471-1856 for more information

The Limited at Town Center: Part Time Sales

As we continue to expand our national presence, we are in special need of experienced and talented individuals to join our renowned brand. At The Limited, you will be a part of our dynamic growth as we continue to open new stores, launch new e-commerce initiatives, and develop new concepts. Located in Leawood at 4868 W. 119th Street, Leawood, KS, 66211. Call Kerry Knight at 913-345-1089 or email 129@limitedstores.com for more info and visit thelimited.com or apply.

Edward Jones: Mural Artist

John C. Bellau at Edward Jones (4151 N. Mulberry Drive, Suite 206, Kansas City, MO, 64116) is seeking a freelance painter to design and paint a mural of the Kansas City skyline on the wall in their office. Dates of work are flexible, as is pay. Please contact John C. Bellau at 816-584-9600 or email at john.bellau@edwardjones.com.

PSR Books: Children's Book Illustrator

PSR Books, located at 15732 Eby Street, Overland Park, KS, 66221, is seeking a children's book illustrator for an 11 page book. Please contact Erin Bassi at 913-636-4463 or email at erinb@reeceandnichols.com.

Indigo Wild: Seasonal Staff

We are looking for hard working, fun, seasonal staff:

Shifts available

- Monday – Friday 8 am to 4 pm and
- Monday – Thursday Noon to 8 p.m.
- Saturday and Sunday 9 a.m. to 4 p.m.
- **Must be able to work a minimum of 3 shifts a week**

Positions Needed to fill:

- Order Pullers
- Order Packers
- Labelers

- Customer Service – Phones
- Customer Service – Retail Attendant
- Production Staff

Come on in and fill out an application Monday – Friday from 9 a.m. to 4 p.m. (No Phone Calls, No Emails please) Phone 1-800-361-5686, Fax 1-816-221-4035, 3125 Wyandotte Street, Kansas City, MO 64111

Indigo Wild: PRODUCTION MANAGER

Indigo Wild, specializing in the creation and hand crafting of healthy products for persons, pups and home is interested in hiring a Production Manager who can lead product manufacturing. This is a leadership position which reports directly to the owner of the company. Responsibilities include hiring, training and scheduling production staff, refining production processes, monitoring production scheduling and quality, safety, raw material ordering, inventory planning and management and new product research and development. This position requires 10 years of experience in product manufacturing and management. Experience in liquids is preferred, but not mandatory. Intermediate computer skills required. Salaried position with full benefits. Please send resume and salary expectations to emily@indigowild.com.

Typical work activities

*overseeing the production process, drawing up a production schedule; *ensuring that the production is cost effective; *making sure that products are produced on time and are of good quality; *working out the human and material resources needed; *drafting a timescale for the job; *estimating costs and setting the quality standards; *monitoring the production processes and adjusting schedules as needed; *being responsible for the selection and maintenance of equipment; *monitoring product standards and implementing quality-control programs; *liaising among different departments, e.g. suppliers, managers; sales and marketing, finance *working with managers to implement the company's policies and goals; *ensuring that health and safety guidelines are followed; *supervising and motivating a team of workers; *reviewing worker performance; *identifying training needs.

Indigo Wild: INTERN WANTED

Indigo Wild's Internship will consist of learning about the operation of a small business, including marketing, sales, PR, manufacturing and processing orders. The intern will be expected to work 20-30 hours per week and will be given a set schedule each week. This will be an unpaid internship. The intern will receive \$50 per week reimbursement for gas. In addition, the intern can purchase Indigo Wild product at the employee discount and will receive one pound of scrap soap free per month of the internship.

Intern activities may include:

- Picking and packing wholesale and retail orders
- Labeling product
- Deduping the Mail Order Manager Customer database
- Assisting with Marketing, PR and Sales projects as needed
- Coordinating all samples for Indigo Wild Demo Program and Races
- Coordinating shipment of PR samples to magazine editors
- Fulfilling retail and wholesale catalog requests

- Assisting with direct mail efforts as needed
- Assisting with product production as needed

For Intern position, please send your resume to Leslie at leslie@indigowild.com.

Chiefs Football: Game Day Job Opportunities

The NFL team is hiring part time seasonal staff for game days. Jobs and application process can be viewed at: <http://goarrowhead.com/game-day-employment/>

Web support and graphic design guru (Brookside)

Compensation: Negotiable

We are looking for someone to join our team as our website and graphic design guru. We have a new website that needs to be loaded with our beautiful product on a consistent basis, as well as handling our ads and graphic design needs. We are looking for a creative person that understands our look and can handle all facets of our website and advertising as well as creative projects.

This person should be upbeat and friendly and willing to go the extra mile. You must love all things creative! You must want to be a part of this business!!

Job responsibilities include, but are not limited to the following.

Work with vendors to obtain product images and descriptions of product

Load website, using shopify platform

Photograph product

Utilize Mail Chimp to interact with client base

Work with retail software to integrate customer base

Event flyers, and all print for advertising, as well as ad lay out

Some office responsibility

***The Academic Advising and Career Services office frequently receives unsolicited employment or other opportunities, and we post those we feel might be of interest to students and alumni. We in no way can or do investigate the character or reliability of the listing employers. We thus strongly encourage applicants to screen potential employers carefully, with the understanding that it is the applicant, and not Kansas City Art Institute, that is responsible for disputes of any kind with the listing employers. Questions about this disclaimer should be addressed to the Academic Advising and Career Services office.**

