



FOX+CATVINTAGE is a relaxed but sophisticated vintage boutique shop in Memphis, TN with charm and personality, curated for a premier selection of vintage and designer apparel, shoes, handbags, jewelry, gifts, and other accessories.

**JOB TITLE:** Sales / Styling Associate      **JOB-TYPE:** Part-Time, Seasonal

Part-Time and Seasonal positions available, with the potential for Full-Time employment. Must be 18 years or older.

### **JOB DESCRIPTION**

We are currently seeking a Sales / Styling Associate with an outgoing, warm personality who loves fashion, effectively drives sales, and provides exceptional customer service. *While retail experience is not required, it is preferred. The ability to connect with customers, the motivation to learn, enthusiasm for product, and attention to detail is paramount.*

The ideal candidate must be team and goal oriented, able to provide a positive and welcoming environment for all clients, capable of engaging, building, and maintaining a client base, and achieve/exceed sales objectives.

### **JOB RESPONSIBILITIES**

- Assist and interact with customers as an effective brand ambassador to create excellent experiences tailored to the customer's needs that positively impact both sales and service.
- Perform one-on-one selling in select cases with high-end luxury items, demonstrating in depth knowledge of the products.
- Ability to achieve / exceed individual and shop sales goals.
- Ensure store standards are maintained (i.e. merchandising, visuals, marketing, shipment processing/receipts, cleanliness, inventory levels, backroom organization, safety etc.) in accordance with company policies and procedures.
- Maintain inventory reliability through accurate intake and documentation, processing of register transactions (sales, returns, and exchanges), loss prevention standards, and providing accurate information to clients.
- Execute maintenance of website, assist in product photography for e-commerce sales and social media content.

## **KEY QUALIFICATIONS**

- Passion for vintage fashion and the expression of personal style with a strong awareness of current marketplace trends.
- Energetic, enthusiastic, and genuine personality with strong communication skills.
- Proficiency in Microsoft Office and comfortable use of Social Media Platforms including Instagram, Facebook, LinkedIn, and Twitter.
- Adaptability to change environments, flexibility, and task-management skills
- Ability to be self-directed and work individually as well as part of a productive team.
- Capability to move objects (up to 40 lbs.) while working on the selling floor and the backroom.

### *PREFERRED BUT NOT REQUIRED:*

- Minimum of 2 years of sales experience in an upscale retail environment.
- Knowledge of vintage designers and the history of vintage fashion.
- Any sewing / cleaning / garment restoration experience.

## **COMPENSATION**

- Hourly rate plus opportunity to receive monthly bonus (contingent on achieving sales goals)
- Energetic, enthusiastic, and genuine personality with strong communication skills.
- Store discount up to 50%, with a baseline minimum of 20%.
- We are an equal opportunity employer.

## **REQUIREMENTS**

- Confidentiality Agreement
- Non-Compete Agreement
- Consent to Drug Test
- Consent to Background Check

# FOX+CATVINTAGE: JOB APPLICATION

## AVAILABILITY

Please indicate your availability below.

Monday: Available from \_\_\_\_\_ to \_\_\_\_\_

Tuesday: Available from \_\_\_\_\_ to \_\_\_\_\_

Wednesday: Available from \_\_\_\_\_ to \_\_\_\_\_

Thursday: Available from \_\_\_\_\_ to \_\_\_\_\_

Friday: Available from \_\_\_\_\_ to \_\_\_\_\_

Saturday: Available from \_\_\_\_\_ to \_\_\_\_\_

Sunday: Available from \_\_\_\_\_ to \_\_\_\_\_

Are you currently employed? Y / N

If yes, where? \_\_\_\_\_

What date are you available to start work? \_\_\_\_\_

## EDUCATION & DEGREES

Please indicate the following information on each line:

- (a) educational institution and location
- (b) years attended
- (c) year graduated
- (d) degrees earned

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## SKILLS & QUALIFICATIONS

Below, please provide information on any relevant skills/qualifications you possess (e.g., licenses, training, awards)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY**

Begin with current or most recent position.

Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

    Phone: \_\_\_\_\_

    Email: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Y / N

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Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

    Phone: \_\_\_\_\_

    Email: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Y / N

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Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

    Phone: \_\_\_\_\_

    Email: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Y / N

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Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Dates of employment: \_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

May we contact this employer? Y / N

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Have you ever been fired by an employer? Y / N

If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **PROFESSIONAL REFERENCES**

Please provide [three] [professional] references excluding relative with name/title, address, phone number, email address.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

### **PERSONAL REFERENCES**

Please provide [three] [personal] references excluding relatives with name/title, relationship to applicant, address, phone number, email address.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

## JOB APPLICATION QUESTIONNAIRE

PLEASE ANSWER THE FOLLOWING QUESTIONS IN PARAGRAPH FORMAT.

1. Why do you specifically want to work at FOX+CATVINTAGE?
2. What are three adjectives you would use to describe yourself?
3. What are three adjectives a co-worker or classmate would use to describe you?
4. What is your favorite style era and why?
5. Who is your favorite designer and why?
6. What motivates you?
7. What are your hobbies / things you enjoy doing outside of work?
8. Describe the distinctive style of women's fashions in the 1930s and the social milieu that informed it.

I certify that information contained in this application is true and complete. I understand that false information may be grounds for not hiring me or for immediate termination of employment at any point in the future should I be hired. I authorize the verification of any / all information listed above.

Signature\_\_\_\_\_

Date\_\_\_\_\_