

Shop Keeper

Objective:

To ensure that NZ dancers have access to RSCDS books and music, and to Scottish Country Dance instruction books and music produced by a range of local and overseas devisors.

Tasks:

- Acquire a range of RSCDS books and music for supply primarily to NZ dancers.
- Source Scottish Country Dance instruction books and music produced by a range of devisors for supply locally and abroad.
- Make the Shop available to members at the annual Summer School.
- Make the Shop available to members at Weekend Schools when invited and able to attend (or arrange for stock to be available at the event)
- Prepare notices advertising new items in stock to go into KiwiNews.
- Prepare an annual report on the shop to NZ Branch Management Committee.
- Maintain accurate records of items purchased, sold and in stock.

Skills required:

- Able to confidently use a range of computer programmes (in particular Word, Excel, Edge/Internet Explorer).
- Accurate record-keeping.
- Able to prepare annual accounts to present to the NZ Branch and have these reviewed by a suitably qualified independent person.