

seven stories

The National Centre for Children's Books

Job Title: Bookshop Coordinator **Location:** Newcastle upon Tyne/Durham

Salary: £24784.50 (pro rata) **Contract Type:** Part-time (3 days per week)/Fixed Term (6 months)

About Seven Stories

At **Seven Stories** the National Centre for Children's Books, we believe in the power of stories to inspire, connect and transform lives. Our mission is to collect, preserve and share the best of children's literature — past, present and future — through exhibitions, creative events, and a school and community programme that delights audiences of all ages. Our aim is to inspire future generations to embrace reading as a life skill and storytelling is at the heart of everything we do.

We are looking for a **Bookshop Coordinator** with imagination, drive, and flair to help us bring stories to life!

Job Summary

You will bring the enthusiasm, knowledge and confidence to support the growth of all of our book sales initiatives across all departments and all platforms. You will support the daily operations of our independent bookshop, provide excellent customer liaison, and smooth coordination of, stock, ordering, sales, reporting and events. This role blends retail, marketing, sales, and literary enthusiasm to help the bookshop to thrive as a community hub for all.

About You

You are a natural communicator — creative yet strategic, curious yet organised, are comfortable juggling multiple projects, and care about Children's literature.

Qualifications & Skills

- Strong Literary knowledge with previous experience of working in a literary environment
 - Excellent customer liaison skills, and confidence to communicate with Publishers and Authors.
 - Excellent writing and storytelling skills with a strong visual eye.
 - A love of children's literature - including new diverse stories, poetry, non-fiction and YA, having a good range of knowledge and the want to continue to explore new titles is paramount to this role.
 - Previous experience or familiarity with POS, stock, and inventory management systems.
 - A genuine love of books, reading, and community engagement.
 - Creativity and initiative to help grow and upsell our products.
 - Social content creation skills
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Key Responsibilities:

Inventory & Supplier Coordination

- Manage book and merchandise orders, working closely with publishers, distributors, and local suppliers.
- Track and maintain optimal stock levels using the shop's inventory system.
- Process incoming deliveries, returns, and special orders efficiently.

Merchandising & Sales

- Curate engaging displays and seasonal showcases to highlight featured titles and local authors.
- Support sales initiatives, promotions, and loyalty programs.
- Monitor sales trends to inform buying decisions and inventory planning.

Community Engagement & Events

- Coordinate and promote in-store events such as book launches, readings, and workshops.
- Build relationships with publishers, authors, schools, and community groups.
- Collaborate on marketing campaigns, newsletters, and create social media content.

Administration & Reporting

- Maintain accurate sales records, cash reconciliation, and daily reporting.
- Assist in budget tracking and supplier invoicing.
- Support in improving operational efficiency and customer experience.

How to Apply

Send your **CV** and a **cover letter** explaining how you meet the criteria for the Bookshop Coordinator role to jobs@sevenstories.org.uk and include the role you are applying for in the subject line.

Deadline for applications is Monday 3rd November