UNIVERSITY OF SOUTHERN CALIFORNIA

Visual Merchandiser

Job Code: 143014

Grade: G

OT Eligible: Yes

Comp Approval: 6/2/2005

JOB SUMMARY:

Conceptualizes, develops, implements and manages progressive retail visual plans. Creates and maintains displays, including breakdown, when needed. Coordinates with buyers to develop visual plan(s) and schematic(s) to further marketing and sales goals. Maintains currency with trends and innovations in visual merchandising. Supervises staff and student workers, as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA  % TIME

______  ______ Conceptualizes, develops, implements and manages progressive retail visual plans for products and/or services which further marketing/sales strategies. Provides innovative and creative props, fixtures and other visual means to maintain competitive displays.

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______  ______ Creates and maintains merchandise displays for maximum buying appeal and product movement. Breaks down displays, as needed.

______  ______ Researches desired design characteristics, such as size, shape, weight, etc. Coordinates with buyers to develop visual plans and schematics to maximize inventory management and ensure satisfaction.

______  ______ Designs new displays by sketching, models, and/or computerized techniques. Documents displays and/or signage by taking photographs or by other archiving methods.

______  ______ Orders display equipment and supplies, such as poles, fixtures, props, etc. Tracks expenditures related to displays.

______  ______ Participates in strategic planning efforts for assigned area(s). Provides input in developing goals and objectives.

______  ______ Maintains knowledge of all products, customer needs and business functions for all retail locations.

______  ______ Assists in planning and administering special department and University events such as creating advertising, signage, store visual plans, etc.

______  ______ Ensures purchases comply with University, department, and/or industry requirements, regulations and/or practices.

______  ______ Maintains proficiency in automated systems used for purchasing functions such as inventory control, vendor contract information, cost control and bid analysis.

______  ______ Maintains currency on latest products and trends by reading trade publications, attending seminars, trade shows, etc. and developing and maintaining vendor contacts.
Directly supervises all assigned subordinate staff. Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Recruits, screens, hires and train staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.

Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:

Essential:  
☐ No  ☑ Yes  In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

Associate’s Degree
Combined experience/education as substitute for minimum education

Minimum Experience:

1 Year
Combined education/experience as substitute for minimum experience

Minimum Field of Expertise:

General knowledge of retail merchandising and retail sales experience. Knowledge of principles and methods for showing, promoting, and selling products and/or services (e.g., marketing strategy and tactics, product demonstration, sales techniques, etc.)

Preferred Education:

Bachelor’s Degree

Preferred Experience:

2 Years

Skills: Administrative:

Communicate with others to gather information
Create visual displays/presentations
Gather data
Prioritize different projects
Research information
Understand and apply policies and procedures

Skills: Other:

Assessment/evaluation
Conceptualization and design
Marketing
Networking
Organization
Planning
Public relations
Supervisory Skills

Skills: Machine:
Adding Machine
Calculator
Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier

Supervises: Level:
Supervises employees and student workers

Supervises: Nature of Work:
Administrative
Clerical/Secretarial

Comments:
May be required to carry equipment, climb ladders and work in confined areas.

SIGNATURES:
Employee: _____________________________________  Date:_____________________________
Supervisor: ____________________________________  Date:_____________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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