

**Associate Bookseller Position**

Based in the historic Union Building in Old Pasadena, Whitmore Rare Books has been serving a range of collectors for over a decade, placing rare book and manuscript materials at some of the most influential private collections and institutional libraries around the globe. In 2023, our shop seeks to recruit an Associate Bookseller to assist us in expanding our operations.

This is a full-time salaried position based in our Pasadena shop that includes a set in-shop schedule with potential travel to and from book fairs. Salary is commensurate with experience and includes health insurance and paid time off (range \$65,000 - \$85,000).

Interested parties should email a resume and cover letter to [info@whitmorerarebooks.com](mailto:info@whitmorerarebooks.com).

**What the position entails:**

Research and Writing

- Cataloguing
  - Assisting with backlog and overflow cataloguing
- Editing
  - Assisting with editing print and digital catalogues
  - Regularly checking on/editing/revising existing descriptions
- Book Fairs
  - As needed, traveling to or from book fairs to assist in set-up and break-down
  - As needed, providing on-floor sales support at book fairs

Front of shop support:

- Shop Walk-ins
  - Welcoming walk-ins to the shop
  - Handling in-shop sales
  - Collecting client information
- Phone Call and Email Support
- Managing door for deliveries/outbound packages

Marketing:

- Social Media
  - Collaborating in developing on-brand content for social media channels
  - Scheduling and releasing social media content and campaigns
  - Ensure regular engagement and response times for messages.
- Developing fresh window display content
- E-Blasts
  - Assisting in composing and writing email marketing introductions, subjects and headers
  - Collaborating on the inventory lists for email marketing



Preferred Skills and Experience:

- 4-8 years of work in bookselling or in a relevant auction house position that contributes to experience handling, researching, assessing, and cataloguing rare books as both cultural heritage objects and as commodities
- Ability to use appropriate time management when cataloguing books of varying price points
- Ability to take direction and accept constructive feedback
- A friendly, professional demeanor that presents the shop well to the public
- Discretion in handling client information and other details proprietary to shop operations
- Working knowledge of social media platforms and content production
- An interest in working on a team in a highly collaborative environment
- Willingness to learn and speak engagingly about shop inventory
- Interest in contributing ideas and feedback for the shop's continued growth and success.

