**Job profile**

*Job title:* **Display Specialist**

*Job goal:* To create a pleasant, friendly and fun environment for Book Fair customers to visit

*Positions available:* Two to four [Change this to meet the needs of your school]

*Key responsibilities:*

* Create a diagram to show the Book Fair’s location within the school and how the bookcases, poster box, stationery box and cash desk will be safely laid out
* Plan how to decorate the Book Fair using balloons, bunting or other colourful, fun materials. You may wish to choose a theme to decorate your Book Fair such as pirates, rainforest or dinosaurs
* Create special displays of highlight books to catch a customer’s eye e.g. a table collecting bestsellers, bargain books or a range of books on a similar topic such as animals or history.
* When the Book Fair arrives, set up and decorate the area, put up the headerboards on the back of the bookcases and ensure that the displays are kept tidy throughout.
* Take down any decorations and help to pack up after the Book Fair has finished

*Skills and qualities required:*

* Strong creative skills
* Ability to think up inventive, exciting and entertaining ideas
* Attention to detail
* Works well within a team