

The Millicent Rogers Museum is hiring! See below for a full description of the position. Submit a resumé, cover letter, and list of professional references to George Bartel at executivedirector@millicentrogers.org. Please no phone calls.

Job Title: Store Manager/Buyer

Classification: Full Time Exempt

Pay: Salary \$35,000-\$45,000 depending on experience

Reports to: Executive Director

Hours: 9:15 a.m.-5:15 p.m., Sunday through Thursday and other hours as needed or assigned such as exhibition openings, fundraisers, special projects, or events.

Summary:

Responsible for the overall operation of the museum store, including selecting and selling merchandise, managing store inventory, staffing, and cultivating and maintaining positive relationships with vendors and customers.

Duties and Responsibilities:

Store Duties:

- ☑ Maintain attractive store appearance, with effective merchandise presentation and regularly changed displays.
- ☑ Maintain and evaluate all Store records, including daily sales receipts, monthly sales analyses; provides information to Executive Director and Board of Trustees as requested
- ☑ Take inventory annually; maintain inventory at most effective level; keep inventory storage areas orderly.
- ☑ Develop and maintain annual sales goal; monitor performance.
- ☑ Handle effective input/output of new inventory into computer files.
- ☑ Maintain positive professional relationship with vendors
- ☑ Monitor staff development of customer service records; follow up notes and thank you notes.
- ☑ Handle all customer service problems quickly and effectively.
- ☑ Supervise sales staff
- ☑ Maintain online store; update and post new products including product descriptions and photography; oversee packing, shipping, and reporting of online sales
- ☑ Pursue professional networks and professional development opportunities
- ☑ Order and maintain stock of all store-related supplies; keep storage areas orderly
- ☑ Oversee and/or assist with sales at museum events; communicate all store membership, donation, and fundraising event sales to appropriate staff
- ☑ Attends meetings and trainings as requested
- ☑ Responsible for keeping building and grounds locked and secured on days worked
- ☑ Other duties as assigned

Managerial Duties:

- ☑ Hire/fire sales staff
- ☑ Train staff in store procedures, arrange for store training in merchandise knowledge to generate sales
- ☑ Conduct annual performance appraisals on all store personnel
- ☑ Take corrective or disciplinary measures when necessary
- ☑ Schedule staff efficiently and oversee lunch and Personal Time Off coverage; review and approve store staff timesheets and Personal Time Off requests

Administrative Duties:

- ☑ Attend regular museum staff meetings to coordinate store activities with museum programs and events
- ☑ Anticipate financial audit by keeping accurate records
- ☑ Prepare all purchase orders, invoices, and consignment payments for approval by Executive Director in a timely manner

Product Responsibilities:

- ☑ Buy appropriate merchandise for the store, related to the museum's purpose and adapted to customer profile
- ☑ Set retails and mark downs
- ☑ Oversee inventory, pricing, sales, and payments for all consignment products
- ☑ Seek out merchandise to purchase that will turn quickly and achieve a greater return on investment
- ☑ Research similar retail museum stores to keep ahead of the competition
- ☑ Work with Executive Director, Finance Director, and Finance Committee on maintaining a budget for inventory purchases

Minimum Job Requirements

An undergraduate degree from a college or university, preferably in an area related to retail business operations, or in an area related to the mission of the museum. Master's degree preferred.

At least one to three years in the retail environment. At least one year of supervisory experience. Both may have occurred concurrently.

Work experience may be applied in place of education requirement.

Knowledge, Skills and Abilities Required.

Knowledge of retail operations and procedures

Knowledge of computer system, printer and their applications

Knowledge of the arts and cultures of the Southwest, especially Northern New Mexico

Knowledge of basic book keeping, inventory control and filing skills

Skill in creating conversation with store visitors, ability to answer questions and to provide information verbally and in writing by mail and email
Skill in mentoring staff, providing leadership and offering adequate training
Ability to research, plan and organize
Able to apply and use interpersonal skills
Ability to read and write English
Ability to stand on feet for several hours at a time
Ability to use computer data base system
Ability to organize and retrieve information
Ability to use telephone, fax and copier
Ability to work with frequent interruptions
Ability to use a camera and send images of merchandise as requested
Ability to work with public and vendors representative of different cultures
Ability to work with sensitive information and to maintain confidentiality
Ability to package merchandise for shipping
Ability to track and report sales for various art shows hosted by the museum

Working Conditions and Physical Effort Required:

Work is performed primarily in the museum store and store office.
Windowless environment in the store and office area
Non-smoking environment
Overhead lighting includes halogen and track lighting
Frequent bending, stooping, lifting
Some dust
Exposure to diverse materials in merchandise, such as wood, fibers, wool, clay, paints adhesives
Requires standing on feet for long periods of time
Some desk work, sitting at computer (creating correspondence, data entry) use of telephone
Requires going to annex building next to the museum for meetings, retrieval of mail, use of equipment such as copier and fax