



The  
Brinton  
Museum

## Job opening: Museum Store Manager

*The Brinton Museum connects the past, present and future of the American West through its historic Quarter Circle A Ranch, Fine Art, and American Indian Art Collections.*

**POSITION SUMMARY:** The Museum Store Manager oversees all aspects of day to day management of the retail operation of The Brinton Museum and coordinates product development and merchandising for the store. Develops strategies to improve customer service, drive store sales, and increase profitability.



### ESSENTIAL DUTIES AND FUNCTIONS:

- Tells the Museum's story, comprehends its mission, participates in programs and events, and makes connections with the museum's patrons to answer their questions and elicit their feedback. Interacts with other members of the museum's staff to share information and to collaborate to achieve the museum's strategic objectives.
- Submits monthly reports to the Business Operations Manager:
  - Monthly Sales Reports
  - Monthly Sales Goals
  - Monthly Staff Schedules
  - Monthly Inventory Purchases with proposed profit margins
  - Marketing placement
- Oversees, coordinates and performs computerized cash register sales transactions and cash management
- Supervises Museum Store personnel; which typically includes performance evaluation, training, problem resolution and participates in interviews
- Provides sales coordination and problem resolution for floor customer service staff; performs direct sales and customer service
- Monitors sales through the cash register; resolves discrepancies, prepares, reconciles, and records cash receipts for deposit and prepares sales reports
- Oversees area stock and visual merchandising; participates in the development and implementation of on-floor sales promotion campaigns, as well as, website content and promotions
- Monitors general housekeeping cleanliness within the area; ensures that equipment and facilities remain in good repair, and that employee and customer safety standards are maintained
- Develops a calendar for specially priced merchandise in each month and in conjunction with exhibits and events.
- Maintains sales goals and advises of variations from goals, positive or negative
- Serves as the primary contact for vendors (both wholesale and consignment), selecting products and making purchases for the museum store. Effectively manages vendor relationships. Researches products with appeal to both museum visitors and the community; as well as products that support the museum's exhibitions, programs, and permanent collection

- Conducts regular inventory checks and maintain accurate store inventory controls
- Keeps up to date with current retail trends
- Performs all other related duties as assigned by management. \*

\* These tasks do not meet the Americans with Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

#### **WORK SCHEDULE**

- Thursday – Monday 9:00AM-5:00PM and occasional evening work for special events
- 40 hours a week

#### **EDUCATION AND EXPERIENCE:**

- High School diploma or equivalent
- 3+ years prior retail experience preferred

#### **QUALIFICATIONS AND SKILLS:**

- Excellent communication and people skills
- Friendly and helpful nature
- Sense of design and merchandising
- Demonstrated financial experience
- Results-oriented, organized, and able to meet deadlines
- Analytical thinking skills and a strong sense of initiative
- Proficient skill with Microsoft Office products

#### **COMPENSATION AND BENEFITS:**

- Hourly wage up to \$20/hour based on qualifications
- Retirement matching from employer up to 4.5%
- Employee discount to Bistro and Museum Store
- Health insurance
- Paid time off

***Qualified candidates please email cover letter and resume to  
receptionist@thebrintonmuseum.org***

***To learn more about The Brinton Museum go to thebrintonmuseum.org***