

**POSITION DESCRIPTION
MUSEUM STORE MANAGER
EMY-LOU BIEDENHARN FOUNDATION
BIEDENHARN MUSEUM AND GARDENS**

GENERAL DEFINITION

Oversees merchandising and inventory management for the BM&G Museum Store retail operations and web sales. Oversees product development and develops retail merchandising plans. Leads in the hiring, scheduling and supervision of Museum Store Associates. In addition to store management the store manager should drive traffic to the museum, act as a visitor services agent and be active in the community.

CREATING THE FINEST POSSIBLE EXPERIENCE FOR BM&G GUESTS

The primary responsibility of employees of the Emy-Lou Biedenharn Foundation/Biedenharn Museum and Gardens is to ensure guests of the Biedenharn Museum and Gardens are provided the finest possible experience whether visiting in person, by telephone or on the internet.

CREATING THE FINEST POSSIBLE EXPERIENCE FOR BM&G STAFF

The second most important responsibility is to assist fellow employees in their efforts to provide the finest possible experience to our guests.

GENERAL FUNCTIONS AND TASKS

- v Provides all general functions and tasks of Museum Store Associate in addition to the specific duties listed below,
- v Oversees the operation of the BM&G Museum Store
- v Establishes annual museum store budget
- v Schedules Museum Store Associates
- v Oversees the purchase of store inventory
- v Actively promotes the store through sales, advertisement and other methods
- v Performs necessary bookkeeping procedures
- v Knowledge of display techniques
- v Employs, evaluates and terminates staff; provides direction and delegates specific responsibility and authority as appropriate; builds and maintains moral; manages the development and growth of highly professional staff; works closely with volunteers, consultants, and part-time employees
- v Ensures the maintenance, security and proper use of the museum store's equipment such as display systems, and POS units
- v Builds local, regional and tourist audiences for the museum store
- v Ensures compliance with government rules and regulations relating to the operation of the museum store and its finances
- v Performs other tasks as needed
- v Attends internal meetings as required
- v Participates in mandatory training and certification when offered from time to time by the museum.

- v Knowledgeable of other museums and the cultural and recreational offerings in Monroe/West Monroe
- v Knowledgeable of other museums and cultural and recreational offerings along I-20 corridor from Vicksburg to Shreveport

KNOWLEDGE, SKILLS AND ABILITIES

- v Ability to become familiar with the special aspects of a museum store
- v Able to train staff

WORKING CONDITIONS

This is light work requiring the exertion up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, reaching, standing, walking, lifting, fingering, grasping, feeling, typing, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sound; visual acuity is required for depth perception involving small defects and/or small parts, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

QUALIFICATIONS

Proven experience in retail management, along with any combination of education and experience equivalent to graduation from high school

SUPERVISION

The Museum Store Manager is directly supervised by the Executive Director.

CLASSIFICATION

Full-time, Salaried, Exempt

MUSEUM STORE MANAGER UPDATED AND APPROVED