

TACOMA ART MUSEUM

JOB POSTING

Position: Museum Store Manager
Reports to: Director of Finance
Department: Museum and Business Services
Position Type: Full-time, Salary, Exempt
Salary Range: \$42,000 - \$52,000 DOE
Benefits: Eligible

Summary of Position

The Museum Store Manager is responsible for all aspects of running and maintaining the Tacoma Art Museum retail business in service of the advancement of the Museum's mission. This includes sourcing, buying, and displaying products; contributing to all store-related print and online marketing; hiring and sales training; maintaining financial and inventory records; maintaining and enriching an online retail operation; and maintaining the point-of-sale system with growing a customer database. They will be a creative and self-motivated individual with a team-based approach and a strong attention to detail.

Responsibilities

- Supervise personnel while providing training in store procedures, including assurance of high-level customer service.
- Execution of all store operations, including documentation of procedures and processes
- Performs all buying and merchandising, including a special emphasis on Northwest artists' and maintaining relationships with both consignment/wholesale vendors.
- Works with Marketing team to ensure creation of all store-related print and online marketing, and public relations.
- Planning for growth of the Museum Store, Monitor sales, resolve discrepancies, prepare deposits and sales reports.
- Provide support to other Museum departments as required.
- Provide an environment that supports employee development.
- Special projects as needed.

Qualifications

- High level of familiarity with Microsoft Office Programs, Shopify, and QuickBooks or similar POS system
- Strong business experience inventory management, accounting fundamentals, profit and loss statements, forecasting, and command of specialized retail mathematical planning such as stock and sales plans and open to buy calculations.
- Familiarity with Northwest product knowledge, and retail display work.
- High degree of organization, self-motivation, and attention to detail, including ability to juggle complex and multiple business priorities.
- Must be willing and able to work a flexible schedule, including evenings and weekends for special events.
- Exhibit an awareness and sensitivity to cultural and other differences when working with partner organizations, volunteers, vendors, museum staff, and the general public.

Travel, Working Conditions, Physical Requirements and Environment include

- Frequent need to stand, stop or walk for long periods of time.
- Frequently reaches with hands and arms and uses hands to handle objects and operate tools, machinery, computers, and/or controls.
- Able to lift objects (up to 50 pounds) and perform other similar actions during the course of the workday.
- Continuously exchanges information through listening and talking with staff, volunteers and individuals in the community.
- Some work may be performed outside, potentially subject to adverse weather conditions.
- Limited local travel for gift shows/studios/etc.

To Apply

- Please email a succinct cover letter and resume to HR@TacomaArtMuseum.org.
- Include "Store Manager: First Name Last Name" in subject line.
- No phone inquiries, please.

Resume review will begin immediately. Position is open until filled.

Tacoma Art Museum is an Equal Opportunity Employer

Tacoma Art Museum strongly encourages applicants from members of groups underrepresented in careers related to museums and the visual arts.

About Tacoma Art Museum

Tacoma Art Museum is a public-spirited institution that champions a dynamic and complex approach to exhibitions. The museum's passionate staff are driven by the mission of connecting people through art, empowering visitors to create meaning with artworks through innovative interpretive and programming strategies. Named by USA Today as one of the "Top 10 Great Places to See Art in Smaller Cities," the museum has developed a reputation for presenting art in a thought-provoking yet accessible manner with a strong commitment to Northwest art.

Founded in 1935, TAM has strong roots in the community. Along with five other nearby museums and neighboring University of Washington at Tacoma, TAM anchors Tacoma's lively downtown core.

About Tacoma

Located in the beautiful Pacific Northwest, Tacoma is known as the City of Destiny, a city that has always marched to the beat of its own drum. Close enough to Seattle to take advantage of everything a major metropolis offers, Tacoma is its own distinctly unique and actively engaged community with a clear love of the arts.

Diverse individuals and families continue to invest in Tacoma for its charming historic neighborhoods, schools, parks, waterfront, and amenities. You'll find the beaches and forests of Puget Sound ideal to bike, run, hike, and paddle – including the nearby Mount Rainier. In addition to sports, theater and other cultural offerings, Tacoma is home to a growing restaurant and pub scene that's made national press. The thriving Tacoma Museum District lines the downtown core and showcases some of the nation's best collections. Tacoma is a great place to call home.