McClung Museum Store Manager – Part Time, 20 Hours per Week

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Position Summary: The Store Manager is responsible for all store operations including hiring, training and supervising a team of student employees. S/he should enjoy interacting with the public and will be the first point of contact at the museum in many instances. This position will work in collaboration with other museum staff to coordinate marketing efforts. S/he will be responsible for creating and executing a purchase plan, visual merchandising, setting sales goals and incentives for student workers, and developing store procedures and processes. The Museum Store is open from 9 to 5 pm Monday through Saturday, and 1 to 5 pm on Sunday. The Store Manager is responsible for keeping the store staffed during these hours.

Principal Responsibilities

• Responsible for general oversight of Museum Store and all store employees.
• Select, order, price and maintain store inventory.
• Maintain point-of-sale system.
• Execute visual displays and merchandising.
• Oversee the hiring, training, scheduling and supervision of store workers and/or volunteers.
• Oversee and/or perform sales activities including cash management, end-of-day reports, monthly reports, reconciliation, and annual inventory.
• Work with vendors to carry out merchandise replenishment and new product ordering.
• Conceptualize and execute store promotions, advertising and sales in collaboration with other museum staff.
• Learn about museum collections, exhibitions and programs and relate information to visitors.
• Assist with special event set up as needed.
• Other duties as assigned.

Education, Training, and Traits

Required Qualifications:

• High school diploma required and at least three years retail experience.
• Experience supervising and motivating other staff members.
• Positive, high-energy, customer service oriented personality.
• Organized and detail-oriented individual.
• Resourcefulness, good judgment and excellent oral and written communication skills.

Preferred Qualifications:

• Bachelor’s degree in Merchandising, Retail, Business or related field.
• Experience with product display and an artistic eye.
• Experience with point-of-sale system.
• Experience working with university students.

To apply, please send your resume, cover letter and three references to spalado@utk.edu.