



**Job Opening: Museum Shop Manager**

**Reports to:** Assistant Director

**Location:** Springfield, IL

**Application Deadline:** Open until filled

**Start date: May 1, 2018**

**Compensation & Benefits:** Pay rate negotiable based on experience and job scope.

**About Kidzeum:** Kidzeum will be a wonderful new family destination in the heart of historic downtown Springfield, IL., whose mission is to serve as a place of learning and discovery through play for children of ALL abilities. Kidzeum is committed to nurturing health and wellness, promoting science education, and to developing environmental and global awareness through innovative programs and exhibits. Kidzeum is slated to open July 21, 2018, but this position will be filled in May, in preparation for opening day. Learn more at [www.kidzeum.org](http://www.kidzeum.org).

**Position Description:** Kidzeum of Health and Science seeks a versatile, results-oriented professional to join our team. This position is responsible for providing visitors with a continuation of the Kidzeum experience within The Kidzeum Museum Shop setting, and for the overall management of the inventory and staff of the Museum Shop. This position is also a key member of the visitor services team.

**Duties and Responsibilities:** Manage all aspects of day to day duties of the Museum Shop inventory and key retail practices.

- Develop a vision for The Kidzeum Museum Shop that appropriately reflects the mission of the site while maintaining an attractive Shop appearance with effective merchandise presentation.
- Create both short and long-range goals and strategies for profitable growth.
- Plan, develop and find sources for proprietary Kidzeum merchandise.
- Continually research new vendors for fresh inventory and ensure that all merchandise is appropriately related to the site's mission.
- Promote current museum Shop retail trends, and develop a merchandise mix that furthers Kidzeum's programs, exhibitions and venues.
- Purchase all merchandise within the established profit margin.
- Receive all merchandise, establish appropriate pricing, and direct all displays within the Shop
- Prepare and perform annual inventory and analyze the results offering an action-oriented narrative on how improvements can be made.
- With the Assistant Director and Executive Director, develop and maintain the annual Shop budget.
- Manage the Gift Shop Associate and supervise the recruitment, training, scheduling, discipline and performance of hourly staff within the Museum Shop.
- Work with the Visitor Services team to provide excellent customer service to all patrons who enter the museum.
- Oversee the proper functionality of the POS software system.

- Handle other duties as requested.

**Qualifications, Skills and Abilities:**

- 3+ years retail management experience, preferably in a Museum Shop setting.
- Excellent Windows computer, POS inventory system and Excel software skills.
- Goal-oriented with the ability to analyze data and provide action-oriented plans.
- Creative thinker and possess the skills to take a plan from inception to completion.
- Excellent time management skills; ability to manage a variety of responsibilities under pressure.
- Excellent organizational and supervisory skills with attention to detail.
- Possess a friendly and approachable manner with the ability to motivate and incentivize staff to achieve their best performance.
- Clearance of a criminal background check.

**Physical Demands & Work Environment:** The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements may include stooping, kneeling, bending, standing. Lifting and transporting of moderately heavy objects, such as Shop inventory, equipment, boxes, etc. may be included.

**Application Process:** Please send a cover letter, resume and three references to Claire Griffith, Assistant Director at [claire.griffith@kidzeum.org](mailto:claire.griffith@kidzeum.org)

Kidzeum is an Equal Opportunity Employer