



Store Manager

Responsible for overseeing all aspects of the SBMM Museum Store / Gift Shop. This includes ordering and displaying merchandise, proper pricing and tagging of merchandise, tracking inventory, hiring, training, and scheduling all store staff, promoting SBMM membership, admissions, and events, and building store sales.

Please send cover letter and resume to ggorga@sbmm.org

Duties

- Responsible for maintaining accurate P.O.S. procedures (NCR), including but not limited to cash, checks, and all other negotiables, and producing daily reports
- Responsible for balancing daily cash and putting together weekly bank deposits
- Responsible for buying, accurate pricing, and merchandising of all products and maintaining all vendor and consignment relations
- Responsible for opening and closing the store and giving guidance to Store staff in order to accomplish all necessary opening/closing tasks and ensure that store's appearance is clean and all displays are maintained properly
- Responsible for ensuring store is cleaned and well maintained on a daily basis, taking into account all related safety issues, and putting away all deliveries daily
- Responsible for hiring, training, and scheduling all Store staff
- Responsible for training all Store staff to provide outstanding Customer Service, ensuring they greet all Museum guests within 5 seconds of entering the Museum Store while maintaining a friendly atmosphere and using Customer Service as an effective sales tool.
- Responsible for handling all SBMM event inquiries and sales as needed (lectures, films, etc.)
- Must attend weekly staff meetings and be up to date on SBMM activities and events

***This position requires some heavy lifting on a daily basis**

10/6/2020