

Notice:

The Tippecanoe County Historical Association (TCHA) is seeking an experienced professional with initiative and an entrepreneurial spirit to administer its retail operations. **The Museum Store Manager oversees all aspects of the TCHA retail operations including proprietary product development, merchandise sourcing, presentation and sales, e-commerce initiatives, and inventory control.** The successful candidate will possess a minimum of four years' experience managing a retail operation including product development and merchandising, excellent knowledge of point-of-sale and inventory management systems, exceptional customer service skills, and a demonstrated ability to maximize income from sales. Background checks will be conducted. Submit cover letter, resume, and three professional references to: Search Committee, TCHA, 1001 South Street, Lafayette, IN 47901. See <http://www.tcha.mus.in.us/press.htm> for a complete job description. No phone calls, please. The Tippecanoe County Historical Association is an Equal Opportunity Employer. Applications accepted through April 21st, 2010.

Full Job Description continues below:

Tippecanoe County Historical Association
STAFF DESCRIPTION

TITLE: **Museum Store Manager**

Salary Schedule: Beginning salary \$9.00 per hour
Full Time/Part Time: Thirty (30) hours per week
Reports to: Executive Director
Exempt/Non Exempt Status: Non-Exempt

SUMMARY

Primarily responsible for the operation of the TCHA museum stores include purchasing, processing (pricing, updating inventory, displaying), accounts payable, supervision of site assistant staff, sales, marketing store, and product development.

DUTIES AND RESPONSIBILITIES

With guidance from the other staff members and volunteers, studies all TCHA exhibitions and the permanent collection and purchases or develops educational, history-related merchandise in support of the mission of TCHA:

- Through established procedures, orders and receives inventory, processes, prices, displays all.
- Prepares check requests for payments to vendors.
- Maintains and analyzes all financial records relevant to the shop's operation.
- Ensures that the Museum Stores operations meet or exceeds all cash handling requirements.
- Conducts banking requirements weekly
- Studies ways to market the shop and increase museum attendance.
- Develops and maintains an on-line presence for the Museum store on TCHA's website and internet store
- Receives, processes, and ships sales through the internet and phone
- Greets and assists visitors to the museum and the shop.
- Attends docent training.
- Participates in regional and national meetings of Museum Store Association when Association is financially able to provide.
- Works with other members of the business office to ensure shop is in compliance with Unrelated Business Income financial policies.
- Attends merchandise markets when possible and works with vendors.
- Supervises site assistant.

- Compiles yearly inventories and produce profit/loss statements for organization's annual audit.
- Writes summary for annual report.
- May be required to work some nights and weekends.
- Compile yearly inventories and produce profit/loss statements.
- Tracks Museum and store visitation and prepares monthly report for the Executive Director.
- Attendance at work is an essential function of this position.
- Other duties as assigned

The Museum Store Manager is expected to participate in special events, openings, book signings, etc. where the Museum Store needs to have a presence including the Battlefield Museum, Historic Fowler House, Arganbright Genealogy Center, Feast of the Hunters' Moon or other off-site venues.

Feast of the Hunters' Moon event is a big part of the Museum Store Managers responsibilities which includes: researching, make recommendations for purchase and purchasing items specifically for sale at this event; coordinate volunteers to man the booths during the School Day and the weekend of the festival. All items to be purchased for the Feast must be approved by the Feast Quality Control Committee.

EDUCATION AND EXPERIENCE

Completion of a Bachelor's degree in Business or related field with retail sales experience.

Minimum of four years experience in a retail environment in a managerial position.

NON-ESSENTIAL DUTIES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.