**Job Description**

**Position:** Store Supervisor/Front Desk

**Classification:** Part-Time, 20 hours per week ($20/hr)

**Reports To:** Assistant Executive Director

**JOB SUMMARY:**

This position is responsible for retail sales in the Museum Store. The successful candidate will assure all goods sold in the store reflect the interesting collections housed in the museum, special exhibitions, and the history, flora, and fauna of the Columbia River Gorge. They order and maintain merchandise and continue to look for innovative, interesting new sales opportunities. They work closely with Collections, Programs, and Events planners to make sure the store is the best reflection of the museum. They constantly refresh the look of the store and develop initiatives that drive in customers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

* Maintain the health of the retail store
* Improve retail sales and generate revenue for the museum
* Maintain careful records and reporting
* Train staff and volunteers on use of the registers, stocking merchandise, and maintaining good record keeping practices
* Generate marketing initiatives to promote store items
* Can communicate effectively about their needs to succeed in their role
* Can identify and manage store needs in advance, based on upcoming events and exhibitions
* Closely reviews the schedules of incoming groups making sure the store has ample coverage
* Greet members in a friendly, premium, and professional manner
* Encourage memberships to visitors who are not currently enrolled
* Has an eye for detail and maintains a clean, organized workspace, and store
* Communicates with new, current, and former store artists
* Covers front desk, if needed

**ESSENTIAL QUALIFICATIONS:**

* Self-starter who can work efficiently and independently
* On time and reliable
* Strong communicator
* Client focused
* Strong relationship building and negotiation skills with the professionalism to handle a variety of needs and situations
* Creative, dependable, analytical, and organized
* Has a friendly demeanor and works well with others
* Is willing to learn and understand museum culture and collections
* Can follow fundamental standard operating procedures
* Has an eye for detail and thinking outside of the box
* Has a fundamental understanding of retail marketing

**EDUCATION AND WORK EXPERIENCE:**

* High school diploma required, college-level degree preferred
* Retail experience is required
* Museum experience is preferred
* Experience working with the public
* Experience using point of sale software for inventory, as well as sale data

**If interested, please email a cover letter and resume to the Assistant Executive Director, Madeline Ricks, at** [**m.ricks@columbiagorge.org**](mailto:m.ricks@columbiagorge.org)