MUSEUM STORE MANAGER – F/T

The Witte Museum reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The $100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as "the People's Museum" because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY:
The Museum Store Manager is responsible for the operations of the Bolner Family Museum Store and Museum Store Associates. The Museum Store Manager will perform critical operational activities, such as product ordering, inventory control, financial reporting, cash register procedures, and merchandising. The Museum Store Manager will be required to use excellent decision-making, analytical, communication, and leadership skills. The Museum Store Manager will report to the Director of the Café and Retail Services and the Chief Business Officer.

RESPONSIBILITIES:
• Supervises the daily operations of the Museum Store and Museum Store Associates
• Promotes and maintains a high level of customer service
• Fulfills online sales orders and manages the e-commerce website with current inventory and new products
• Hires, trains, schedules, motivates, and evaluates Museum Store Associates
• Assists in planning marketing strategies and product to capitalize on opportunities and related sales promotions for museum exhibitions and programs
• Orders product that aligns with the Witte Museum’s permanent exhibitions and special traveling exhibitions; Pays critical attention to timing of orders to avoid rush charges and ensure that product is in store on time
• Manages inventory control, adequate inventory levels, product displays, store appearance, and promotional sales
• Assists in developing and maintaining the budget within the approved budget plan
• Ensures compliance with museum policies, procedures, and safety standards
• Other duties as assigned

EDUCATION:
• Required: Bachelor’s degree or equivalent retail field experience
• Preferred: Bachelor’s degree in Retail Marketing or Merchandising

EXPERIENCE AND SKILLS:
• 2-4 years retail, sales, and managerial experience with a customer-focused retail establishment
• Experience with computerized point-of-sales systems, preferably Shopify
• Experience with e-commerce and online sales
• Working knowledge of Excel and other Microsoft Office software
• Operational and financial performance management skills
• Excellent communication and analytical skills
• Self-motivated, detail-oriented, and customer service driven with excellent people skills

PHYSICAL REQUIREMENTS:
• Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
• Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org