

# Museum Store Manager for CMCArts

## The Caribbean Museum Center for the Arts

The Caribbean Museum Center for the Arts is a thriving art and cultural center in Frederiksted, St. Croix, U.S. Virgin Islands that supports and promotes the arts and culture of the Caribbean. As a prime component of the organization's mission, CMCArts store works directly with local artists and artisans of the USVI in an exciting environment and beautiful location.

CMCArts seeks a self-motivated individual ready to promote the art and culture of the Caribbean by being the lead of the CMCArts museum store, engaging customers, making them feel comfortable and encouraging the value of supporting the arts and supporting the uniqueness of the items available for purchase.

CMCArts is offering a starting wage of \$16.00 per hour for a full-time salaried retail sales manager for 30-40 per week Tuesdays - Saturdays with health benefits and growth opportunities.

## Summary

CMCArts is seeking a highly motivated self-starter to lead our growing retail operation. Interact and support local artists and artisans while paving the way for our art community to shine. This position leads retail and customer service, merchandising, inventory control, and other related activities. Schedules, leads, and oversees all sales associates and volunteers engaged in routine stock management, customer service activities and sales. Provides input into the general marketing of the enterprise.

## Duties and Responsibilities

- Oversees, coordinates, and performs all aspects of store operations
- Greets customers and makes them feel comfortable while offering assistance and responding to questions about products and purchases
- Responsible for the operation of the cash register and handles cash payments, credit card processing, refunds, exchanges and returns
- Responsible for the oversight of museum store inventory and merchandise
- Manages commission sales stock and supply including engagement with commission sources.
- Researches and implements new commission sales and vendor opportunities and acts as liaison between the museum and Artists and Vendors
- Performs opening and closing of museum and store
- Maintain records of inventory, sales, consignments and accurate reporting
- Maintains and performs shipping and receiving duties

- Provides sales coordination and problem resolution for staff and volunteers
- Participates in the establishment and implementation of general marketing plans and programs for the enterprise.
- Responsible for maintaining general housekeeping cleanliness within the area; ensures that equipment and facilities remain in good repair, and that employee and customer safety standards are maintained.
- Answer telephone
- Assist with clerical duties and other miscellaneous job-related duties as deemed needed
- Reports to the Supervisor as requested on all activities of the museum store
- Takes attendance and integrity seriously, is reliable, task-focused & does the right thing
- Be an active member of the store community by attending and supporting store events
- Model reliability and flexibility by being able to work varied hours and days to meet the needs of the business

## **Minimum Job Requirements**

- High school diploma or GED; at least 2 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

## **Knowledge, Skills and Abilities Required**

- Knowledge of retail floor sales techniques, stock management and visual promotion
- Ability to operate a computerized cash register and point of sale system
- Knowledge of customer service standards and procedures.
- Ability to summarize and reconcile retail sales and operating statistics, and to prepare reports.
- Ability to supervise and train staff, to include organizing, prioritizing, and scheduling work assignments while fostering a cooperative work environment.
- Self-motivated
- Friendly and strong commitment to customer service and interpersonal skills
- Able to effectively communicate
- Ability to stand for extended periods
- Ability to lift objects weighing up to 20 pounds
- Basic math and accounting skills
- Familiarity with Microsoft applications and basic computer skills
- Ability to analyze and solve problems
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to multitask
- General knowledge of and interest in Virgin Islands and Caribbean History
- Available to work weekends and/or evenings as cruise ship visits and events require as well as adjusted hours seasonally.

## **Working Conditions and Physical Effort**

- Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for up to or more than four (4) hours per day.
- Physical requirements include the ability to twist, bend, squat, reach and lift.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.

If you meet the above requirements and would love to join us, please submit your application. Working in the arts is exciting, fun and fulfilling. Join Us!

Application closes by the end of the month. No drop-ins and no phone calls

**Caribbean Museum Center for the Arts, 10 Strand Street, Frederiksted, VI 00840**

**The Blue Building in West!**