

Part-Time Gift Shop Manager

Job Description

The American Swedish Historical Museum is seeking a friendly, organized, process-oriented person to join our small but mighty staff as a part-time Gift Shop Manager. We are looking for someone with a strong retail background who enjoys working in a small non-profit environment.

The ASHM Gift Shop is 325 square feet of retail space with annual sales of about \$75,000.

Position Responsibilities

Gift Shop:

- The Gift Shop Manager will select and order merchandise consistent with the museum's mission and ensure reasonable profits.
- Plan and purchase a mix of merchandise that will sell profitably, keep financial records, and monitor sales vs. budget.
- Receive, check, and shelves inventory; maintains attractive displays of items; and ensure the store is maintained in a clean, neat, and attractive manner.
- Provide training and guidance to employees and volunteers to ensure high levels of customer service, promotion, and sale of products.
- Provide excellent customer service to visitors, encourage sales, and promote membership opportunities for visitors to stay connected with the museum.

Online Store:

- Assist with the creation and set up of the museum's online store.
- Once it is running, fulfill online orders.

Requirements

- Management experience in a retail setting, knowledge of POS systems and reporting, and experience with online stores.
- Experience working in a museum gift shop, and knowledge of Scandinavian design and culture are preferred.
- High school diploma or equivalent GED.

Work Schedule and Compensation

The Gift Shop Manager generally works flexible hours for a total of 40-50 hours per month. The museum is currently transitioning to a new POS system and additional hours may be needed during that process. Once the online store has launched, additional hours will be available. Some shifts are on weekends and evenings, but most hours are flexible and set by the Gift Shop Manager in consultation with the Executive Director. The position offers an hourly rate of \$18 per hour and reports to the Executive Director.

About the Museum

Founded in 1926, the American Swedish Historical Museum in South Philadelphia is the oldest Swedish museum in the United States. The American Swedish Historical Museum welcomes all people to explore cultural identity through the story of Swedes and Scandinavians in America. The ASHM is a community dedicated to preserving and interpreting material culture and is alive with celebrations, exhibitions, and learning experiences.

The American Swedish Historical Museum is an equal-opportunity employer. ASHM affirms its commitment and pledges its full support to equal employment opportunity for all persons without regard to race, color, religion, national origin, gender identity, age, sexual orientation, veteran status, or disability.

To apply for this position, please send a letter of interest, along with your resume, to jobs@americanswedish.org with the subject line Gift Shop Manager.