

# Retail Manager

**Application Deadline April 1, 2023**

## 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 Retail Manager. We are looking for someone with a strong retail background who enjoys working in a small non-profit environment and is looking for a flexible, part-time schedule.

The gift shop is 325 square feet of retail space with annual sales of about \$75,000.

The successful candidate will help the museum transition to a new POS system and help to set up the museum's online store. Once the webstore is up and running, the Retail Manager will also fulfill online orders.

## Responsibilities

### Gift Shop:

- The Retail 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 neat, and attractive manner.
- Provide training and guidance to employees and volunteers to ensure high levels of customer service, promotion, and sale of products.

### Online Store:

- Assist with the creation and set up of the museum's online store.
- Select and post merchandise for online store from brick and mortar store inventory.
- Once website is operational, fulfill online orders.

## Education and Experience

- A minimum of 2 years of customer service experience, including using a point of sale system.
- Experience in arts and cultural institutions is a plus.
- Proficiency with Microsoft Office Suite required. Experience with database management preferred.
- Minimum of a high school diploma required.
- Proven ability to meet regular deadlines.

## Work Schedule and Compensation

The Retail Manager generally works flexible hours for a total of 40-50 hours per month. The museum is currently transitioning to a new POS system (TAM) 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 Retail 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 Retail Manager.  
The deadline for submission is April 1st, 2023.**