



JOB DESCRIPTION  
**ANNE THORNE WEAVER MUSEUM SHOP MANAGER**

Department: Administration  
Reports to: Executive Director  
FLSA Status: Part-time, non-exempt  
Effective Date: 2020  
Hourly Rate: \$17.00

Hours: Monday – Saturday, approximately 8:00 a.m. - 11:00 a.m., 15-20 hours per week

**Position Summary**

This position is responsible for the retail sales operation of the Museum Shop. This includes managing daily store operations, purchasing, merchandising, product development, inventory control, and administrative functions such as planning, marketing and analysis, cash management and sales functions, and reconciling sales receipts and reports. Retail operation and volunteers are a critical part of the museum experience and programs, and as such, this position will ensure that the Shop is aligned with MONA's mission.

**Duties and Responsibilities**

- Purchases and displays merchandise which reflect the Museum's purpose with quality and integrity
- Searches for new products and initiates, develops and implements new product development to maximize revenue
- Provides exceptional customer service; initiates and completes sales transactions with visitors
- Initiates an e-commerce business plan in conjunction with email marketing strategy
- Develops and maintains knowledge of the artists represented in the store and with their work
- Ensures that the Shop is neat and orderly at all times
- Maintains proper inventory storage and controls; conducts annual inventory
- Maintains vendor files, purchase orders, invoices; safeguards receipts and accounts for funds including cash register sales, change funds, and gift certificates
- Works with accounting specialist to ensure timely generation of reports, payment of bills, and purchase of merchandise
- Develops and recommends operational policies and procedures related to the Shop including but not limited to: sales transactions, inventory, consignment agreements, and customer service
- Plans marketing strategies with creative services staff
- Maintains daily sales and visitation data for reports that review fiscal year activity
- Prepares Shop budget and participates in the Museum budgeting process; maintains proper expenditures throughout each fiscal year
- Trains and schedules shop assistants (volunteers and/or VSRs)
- Other duties and projects as assigned such as trunk shows, fund-raising and other special events

**Minimum Preferred Qualifications**

- A combination of education and experience or Bachelor's degree

- Sound background in retail and business; knowledge of inventory control, accounting and merchandising; 2 years of retail experience
- Experience in personnel management
- Have a willingness to meet the needs a non-profit institution specifically with product development; creative; knowledge of visual display and appealing installations
- Experience in supervising staff and volunteers, and scheduling work
- Excellent organization skills; self-motivated
- General knowledge of bookkeeping
- Competency with Point of Sale systems, desktop computer, presentation and spreadsheet software
- Ability to work a flexible schedule, including evenings and weekends, as needed
- Valid NE driver's license

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. May work weekends. This position does not require routine or regular engagement in interstate commerce.

### **Application Instruction:**

Please submit your letter of interest, resume, and 3 references

via email to: [mona@unk.edu](mailto:mona@unk.edu) or

by mail to: Museum of Nebraska Art  
2401 Central Avenue  
Kearney, NE 68847

Please do not call the museum, only applications submitted by email or mail will be considered.