



WATCOM MUSEUM FOUNDATION JOB DESCRIPTION

JOB TITLE: Museum Store Purchasing Specialist

DEPARTMENT: Museum Store

**CLASSIFICATION: Hourly (non-exempt),
Part-time (averaging 20 hours weekly)**

JOB SUMMARY:

Professional Museum retail position overseeing the selection, purchasing and display of merchandise for the Whatcom Museum Store (the "Store"). Under the general direction of the Museum Chief Financial Officer ("CFO") and the Executive Director, performs majority of inventory purchasing duties, participates in covering sales counter and Attendant counter, and coordinates with local consignment artists.

SUPERVISORY RELATIONSHIP:

Reports to and receives general direction from CFO. Works closely with and receives approval for merchandise selection from the Executive Director. Works independently, with shift scheduling and some general supervision from Museum Membership and Visitor Experience Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

- 1) Monitors Store inventory levels and sales volume for potential purchase of additional Store merchandise to fulfill demand and effectively manage inventory turnover.
- 2) Identifies merchandise with appropriate Art, History, and Ethnographic qualities; providing Museum patrons with unique, quality merchandise which relates to current Museum Exhibitions and Programming. Determines appropriate vendors and consignment artists following established criteria.
- 3) Monitors Cost of Goods Sold and Gross Margin; selects merchandise for purchase or consignment to achieve required Margin / Net Profit.
- 4) Submits purchase orders through appropriate approval system. Assist with the processing of incoming orders and validates accuracy of vendor invoices. Communicates with vendors and consignment artists to determine availability and resolve issues.
- 5) Assist CFO with the accurate maintenance of inventory data in the accounting software, including full participation in the annual inventory count.
- 6) Coordinates and manages the showcasing of art and other merchandise in the Museum Store including merchandising, display and assuring the space is clean. Interacts frequently with Executive Director and other Museum staff to identify merchandise for sale that complements

upcoming exhibits. Coordinates with artists and vendors to tie Museum Store to current Museum exhibits and/or local events.

- 7) Works with Membership and Visitor Experience Supervisor to provide coverage for the Store during open hours:
 - a) Provides assistance to customers on merchandise, return and exchange policies, prices and other Store matters. Assists with ticketing of Special Events.
 - b) Accurately maintains secure cash drawer; handles cash, check and credit card sales with patrons; performs reconciliation at closeout.
 - c) Assists Museum Visitor Service Attendants when necessary due to high volume, breaks, and lunches. Greets patrons; provides information regarding admission fees, hours, and any other information regarding events taking place at the Museum. Answers telephones and takes or routes messages to appropriate staff.

ADDITIONAL WORK PERFORMED:

1. Acts as resource to management and employees regarding Store operations. Keeps current in new developments in the field through professional memberships, attending conferences and networking with professionals.
2. May perform physical activities in Store operations, to include moving, lifting, pushing, carrying equipment or supplies.
3. Performs other related duties as assigned by the Executive Director, CFO, or Membership & Visitor Services Supervisor.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- A working knowledge of retail sale operations.
- Ability to gain a working knowledge of Museum Store operations and procedures, federal, state, and local pertinent regulations.
- Ability to be self-directing and to work with minimal direct supervision.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, museum patrons, and the general public.
- Ability to handle stressful situations tactfully and professionally.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Knowledge of fiscal and records management and ability to assist with inventory budget control.
- Strong work ethic and strong customer service orientation. Conducts self at all times in accordance with the ethical standards required of Museum employees.
- Ability to avoid conflicts of interest in use of Museum and of City resources and personnel.
- Ability to maintain appearance of fairness in dealings with staff and customers.
- Visual and public presentation skills including the ability to report on inventory selection and turnover to management or board members.
- Ability to understand and clearly explain Museum and Store policies and procedures.
- Ability to organize, prioritize, and independently perform work assignments.
- Ability to do repetitive work quickly, accurately, and with close attention to detail in an atmosphere of frequent interruptions.

- Knowledge of basic math skills including the ability to add, subtract, multiply, and divide with accuracy.
- Good computer skills including basic proficiency with point of sale, spreadsheet and word processing software.
- Ability to operate a cash register, accurately and rapidly exchange money, and record transactions.
- Physical ability to perform required duties including:
 - sitting or standing for long periods of time;
 - visual acuity to read a computer screen and a typeset page;
 - fine finger dexterity to operate a cash register and computer keyboard and mouse, etc;
 - occasionally lift up to 30 pounds
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

WORKING ENVIRONMENT:

Work is generally performed in a retail store environment, with frequent interaction with the public in person, via work email and by telephone. Requires some lifting of heavy supplies and materials.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High School Graduate or equivalent. Combined experience/education as substitute for minimum education.
- Experience as a cashier or related experience handling money required.
- Three years Retail Store experience preferred.
- Experience working with vendors and consignment sales is preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass a local police and Washington State Adult/Child Abuse background check prior to hire.
- Willingness and ability to work flexible and/or additional hours which may include evenings and weekends.

Interested candidates should send a resume and cover letter, including salary requirements to:

Attn: Museum Education Position
121 Prospect Street
Bellingham, WA 98225

Or museuminfo@cob.org