Position Title: Museums Gift Shop Assistant Manager

Hourly Rate: $7.75

Department: Museums

Supervisor: Aaron M. Wilson

Work Location: Museums Gift Shop

Account Number: 01-47360-00000-00000-53010

Do multiple individuals hold this position at one time? ☐ Yes ☒ No

Number of positions available: 1

Work Schedule

A student in this position can expect to work 1 - 2 hours per day, 4 - 8 hours per week.

The student will work ☐ Monday thru Friday ☐ Saturday ☐ Sunday ☒ any day of the week.

Hours are available during the following times of the day: 10:45 AM to 4 PM, and other times for special events.

Department/Position Overview

The Museums Gift Shop Assistant Manager is responsible for working alongside the Museums Directors, Curators, Managers, and Office Coordinators to strategically market the Museums Gift Shop and to assist in facilitating daily operations. The Assistant Manager is also responsible for performing periodic inventory of merchandise, buying and restocking merchandise, organizing and implementing 1 to 2 off site campus sales per semester, and promoting new items, sales, and holidays.

The Assistant Manager also fulfills the role of Museum Attendant, responsible for welcoming visitors to the Museum by giving information regarding the exhibits, the college, and city of Beloit. Attendants are required to safeguard the Museum, as well alert staff to exhibits, lights, or other museum matters needing attention. Regularly, Attendants are asked to assist with a variety of office/secretarial duties.

More Detailed Information Available

http://www.beloit.edu/wright/workstudy

Description of Duties and Tasks

☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone

☒ Conform to an established work schedule; reliably work set hours as assigned

☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.

☒ Maintain the confidentiality of departmental/employee/student information

☒ Run errands on and/or off campus, including campus mail pick-up and delivery

☒ Perform light cleaning, departmental organization, and upkeep as required

☒ Work efficiently and accurately without immediate supervision
Manage and perform periodic inventory of merchandise: start of semester, semester break, end of semester

Buying and restocking merchandise that conforms to the mission of the Gift Shop

Organizing and implementing 1 to 2 off site campus sales a semester

Promote new items, sales, and holidays

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Social Media: Facebook & Instagram; Word, Excel, Photoshop**
- Familiarity with specific equipment, listed here: **Register, Tablets**
- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Business, Economics, or Entrepreneur courses preferred**
- Retail experience preferred including work with registers and cash
- Ability to work with budget constraints
- Demonstrated ability to flourish in a sales-oriented environment
- Ability to work with minimal supervision, accomplish tasks without instruction and at times problem solve for the best solution