

Human Resources

JOB OPENING

August 27, 2010

POSITION TITLE: ASSISTANT MANAGER, MUSEUM STORE

[CLICK HERE TO APPLY](#)

REPORTS TO:
Manager, Museum Store

STATUS:
Exempt, Full-time, 40 hours weekly, including evening and weekend shifts

JOB RESPONSIBILITIES:

The Assistant Manager, Museum Store assists the Manager of the Museum Store in ensuring the operational, financial, and creative success of the Museum Store's retail and wholesale functions. Assists in promoting a retail vision consistent with the mission and programming of the institution including displaying and selling of collection-related books and merchandise.

Other responsibilities include: Supervising and scheduling staff, building displays, replenishing inventory, processing invoices, and customer service and development.

JOB REQUIREMENTS:

- Bachelor's degree in business or related field of study. An Art History degree plus 3-5 years of retail experience is also acceptable.
- Three to five years of previous retail management experience.
- Intermediate to advanced skills with Microsoft Office Products.
- Previous experience with a Point-of-Sale system.
- Experience supervising a team including the ability to manage performance and develop staff.

- Ability to set goals, establish priorities, handle diverse relationships, and meet deadlines.
- Excellent communication skills (both oral and in writing).
- The ability to work a varied schedule including evenings and weekends

TO APPLY: Apply via the Nelson-Atkins Museum online application process **ONLY** at www.nelson-atkins.org. Click on Careers then the job for which you are applying.

INTERNAL APPLICANTS:

Internal candidates will receive first consideration if they meet the minimum requirements.

Apply online as directed above.

ALL APPLICANTS

All applications are accepted online only, and applicants will receive an email confirming receipt of their application.

We strongly encourage you to specifically address how you meet the requirements of this position and draw parallels or similarities to responsibilities and experience you possess. You may include this information in the online cover letter.

The Nelson-Atkins Museum of Art is an equal opportunity employer committed to a diverse workforce.

The Nelson-Atkins Museum of Art conducts post-offer drug screens.