



Interim Museum Shop Manager

The Museum at Campbell River is currently seeking an interim/medical leave replacement Shop Manager.

This term position is responsible for the daily operations of the Museum Shop within the Museum's mission and policies. The key responsibilities for this position are:

- Directing the day to day operations of the Museum Shop including sale of goods and in-depth product knowledge
- Maintains inventory control within agreed upon parameters. This includes some analysis of merchandise sales and maintaining good relationships with vendors.
- Oversight of the marketing strategy/plan for the Shop including developing effective displays, image and customer service.
- Maximizes net profits while enhancing the education/interpretive experience of the museum's mission.
- Management and scheduling of support staff including a core of volunteers.
- Assists with overall public reception, security and customer service in support of the visitor experience to the Museum.
- Supports goals and activities of the Museum, with open communication with staff, volunteers and colleagues.

Qualifications

- Training and proven ability in retail sales including the use of a POS and inventory control.
- Two years retail management experience with previous experience in merchandising First Nations art.
- Proven organizational skills including the ability to develop, manage and control a budget.
- Excellent oral and written communication skills.
- Strong computer skills.
- Experience in managing employees/volunteers in a flexible team environment.
- Applicants must be able to work flexible hours including weekends.

Hours of work: Seasonal hours include: 27 ½ hrs to 37 ½ hrs per week) Must have flexibility with work schedule.

To apply for this position please send a cover letter and resume to tona.mcmurran@crmuseum.ca

We thank all applicants for their interest however only those short-listed will be contacted. This position will remain open until filled.