

Museum Store Manager – Part-time Oceanside Museum of Art - Oceanside, CA

Oceanside Museum of Art (OMA) is looking for an enthusiastic and creative individual to join our team as the Museum Store Manager.

ABOUT OMA

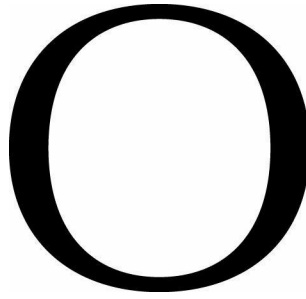
Oceanside Museum of Art (OMA) is a non-profit organization that began providing exhibitions and public programs in 1995 as part of its mission to bring people together to explore the art and stories of Southern California artists. OMA's exhibition program is dynamic and robust, surprising visitors with fresh and exciting visual experiences nearly every visit. In addition to these boundary-pushing contemporary art exhibitions, OMA's programming includes youth education programs, adult art classes, music, films, and creative community events that appeal to locals and tourists alike. The OMA experience stimulates imagination, presents new ideas, and challenges the familiar in a welcoming environment for those new to art, longtime museum-goers, artists, art students, or simply the curious. For more information on Oceanside Museum of Art, visit www.oma-online.org.

Museum Store Manager's duties and responsibilities

The Museum Store Manager oversees operations in the museum store and manages relationships with store vendors. This includes managing merchandise, database management for merchandise and vendors, display design/visual merchandising, ensuring that all signage and price labels in the store are present and up-to-date, overseeing volunteers to manage daily operations, and overseeing the departmental budget. A strong background in retail and customer service is required; experience managing a small retail business is preferred.

Specific responsibilities for the Museum Store Manager include the following:

- Continually research new vendors to find artistic inventory to reflect the museum's programs, exhibitions and overall mission to promote local artists.
- Meet with new, current and exhibiting artists to bring in merchandise and return unsold items.
- Create and maintain consignment agreements and database for all new merchandise
- Source and create OMA branded merchandise and packaging materials for the store.
- Receive all merchandise, establish appropriate pricing, and create all displays within the store
- Create and maintain ecommerce presence for OMA merchandise.
- Source and create OMA branded merchandise for large events – i.e., Plein Air and Art After Dark
- Design an effective and visually appealing floor display and retail space
- Work with Visitor Experience Manager to recruit, train, and supervise volunteers to staff the store
- Oversee all aspects of the museum store's inventory control and point-of-sales system
- Prepare and perform annual inventory counts and reports, annual strategic plan, annual budget, monthly sales reports, and monthly board reports.
- Create both short and long- range goals and strategies for profitable growth
- Support cross-departmental events by enhancing the store's role as a key feature and valuable asset to the overall experience.



- Work collaboratively with the museum's leadership team, staff, volunteers, and community partners to further support and enhance the visitors' museum experience

Qualifications and Job Requirements:

- Retail experience, preferably in the arts
- Windows computer, POS inventory system and MS Office skills
- Resourceful creative thinker
- Not afraid to take risks
- Excellent time management skills; ability to manage a variety of responsibilities
- Supervisory skills with attention to detail
- Possess a friendly and approachable manner with the ability to motivate and incentivize staff to achieve their best performance

Job Type: Part time, 20 hours per week, includes some evenings and weekends for special events.

Hourly rate: \$20

Required education: Minimum high school education or equivalent

Preferred: Knowledge and interest in the arts

Schedule: In office and hybrid work schedule approved.

Benefits include:

- Retirement: 403 (b) employee contributions (available upon hire) + employee matching offered (discretionary) currently at 3% of salary (eligible after 12 months with a minimum of 1,000 hours of employment)
- Vacation: 1.665 hours per 40 hours worked, accrued from hire date.
- 3 paid holidays (New Year's, Thanksgiving, Christmas Day) and 1 floating paid holiday
- Pro-rate Sick Leave: Accrued from hire date
- Disability and Worker's Compensation
- 25% Discount at The Museum Store, free Patron Level membership with NARM/ROAM

The above description covers the principal duties and responsibilities of the job. The description shall not, however, be construed as a complete listing of all miscellaneous, incidental or similar duties which may be required from day to day. The Company reserves the right to change position or position scope at any time at its sole discretion.

Oceanside Museum of Art (OMA) is an equal opportunity employer and considers all candidates for employment regardless of race, color, sex, age, national origin, creed, disability, marital status, sexual orientation or political affiliation.