



Museum Store Manager (full-time)
(Spanish Bilingual Preferred)

Department: Finance
Reports To: Museum Experience Manager
FLSA Status: Full-Time/Non-Exempt

Summary

The Museum Store Manager is responsible for overall guest service and merchandise presentation and management in the store.

Job Duties:

- Retail store management, including both the physical and online store
- Perform and lead inventory count at mid-year and year-end, including the count, updating point of sale (POS) system with adjustments, and communicating all changes to the senior accountant
- Weekly bank runs for cash deposits
- Identify new ways to drive sales and achieve goals
- Ensure sales opportunities are maximized through the right product and communicate new inventory opportunities with Chief Financial Officer
- Serve as main buyer for all products in the store
- Prioritize and execute short and long-term business goals in partnership with the Chief Financial Officer
- Lead and train the new store employees in all store operations
- Supervision and development of store employees
- Ensure that the highest level of guest service is provided

Key Requirements:

- 5+ years of retail management experience preferred
- Strong retail sales background, strong merchandising abilities, entrepreneurial spirit, great interpersonal skills, and love to sell

- Ability to show dynamic leadership, hire and train staff, and motivate staff to promote maximum performance
- Ability to understand and follow all guest service programs
- Ability to communicate timely and thoroughly
- Must have open availability for a flexible work schedule that meets the needs of the business, including evenings, holidays and weekend shifts
- Proven ability to create a positive work environment
- Embraces values of respect, integrity, and excellence in the workplace

Physical Requirements

- While performing the duties of this job, the Store Manager is frequently required to stand; walk and use hands. The employee is occasionally required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl.
- The Store Manager must frequently lift and/or move up to 40 pounds.

Competencies

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|-------------------------------------|---------------------------|
| 1. Judgement/Decision Making | 5. Customer Focus |
| 2. Communication – Oral and Written | 6. Integrity |
| 3. Organization/Planning | 7. Initiative |
| 4. Business Literacy | 8. Collaboration/Teamwork |

Dallas Holocaust and Human Rights Museum Core Values

Respect: We treat everyone with dignity and respect.

Empathy: We understand that people have varied experiences of struggle and triumph and we treat everyone with compassion.

Inclusivity: We value people's differences and strive to make the Museum accessible to all.

Excellence: We work to perform at the highest possible level in everything we do.

Integrity: We act ethically and transparently.

Courage: We are Upstanders.

The Dallas Holocaust and Human Rights Museum is an equal opportunity employer, we value and strongly encourage a diverse environment.

Applicants, please send cover letter referencing the job title and resume to resume@dhhrm.org.