

JOB TITLE: #1380 Retail Buyer & Online Store Manager

OPEN TO: This job is open to all applicants.

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

SALARY: \$3,651.00 monthly minimum

STATUS & HOURS: Full-time, regular (approximately 2088 hours) position.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DEPARTMENT: Metro Sites & Operations

CLASSIFICATION: Professional 08L

SUPERVISORY: No

HIRING MANAGER: Retail Operations & Services Manager

POSTING DATE: January 5, 2021

DEADLINE DATE: January 26, 2021

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: The Minnesota Historical Society (MNHS) seeks applicants to purchase products for MNHS metro site and museum retail store locations, specifically focusing on books, media items and graphics while also overseeing the MNHS online store.

SUMMARY OF WORK (approximate time allocated to the work): 1) Support MNHS metro site stores by purchasing and monitoring inventory, making adjustments to the sales plan as necessary (40%); 2) Lead the product selection, online product updates, promotions and order fulfillment for the MNHS online store (30%); 3) Assist in daily operations of the History Center museum store (25%); 4) Assist in the design and product selection for Shop MNHS catalog (5%).

Minimum Qualifications:

- Bachelor's degree.
- Experience purchasing products relevant to a company's overall programmatic themes and objectives.
- Experience evaluating store inventory and making inventory decisions based on sales and market data.

Demonstrated Skills In:

- Developing effective working relationships with vendors, artists, and designers.
- Negotiating competitive wholesale prices to maximize profit margins.

- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Thinking imaginatively and problem solving.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Communicating clearly and accurately both orally and in writing.
- Strong analytical and organizational skills with a demonstrated results orientation.
- Record keeping skills sufficient to maintain thorough and accurate records.
- Analyzing data, making recommendations and preparing summary reports.
- Computer skills and technical proficiency.

Knowledge of:

- Retail management, product development and selection, market trends and consumer preferences, business management, visual merchandising, contract negotiations with vendors, monitoring and enforcing contractual agreements, pricing merchandise, and managing inventory.
- Sales tax, contract law and Unrelated Business Income Tax (UBIT) and its general application and principles of federal and state purchasing procedures and laws.
- Latest innovations in retail store design, retail displays and merchandising for maximum visual and sales impact.

Desired Qualifications:

- Overall knowledge of Minnesota history and cultural resources, as well as exhibits, and programs related to the Minnesota History Center, and at Historic Sites to develop venue specific merchandise.
- Experience preparing specifications and to evaluate merchandises for price and quality.
- Creativity and artistic ability to conceptualize and design products.
- Experience using MUNIS and Shopify for processing purchasing requisitions, inventory receiving, cash management and daily sales reporting.
- Experience providing lead work direction to staff.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.