

HISTORIC ST. MARY'S CITY

A MUSEUM OF HISTORY & ARCHAEOLOGY AT
MARYLAND'S FIRST CAPITAL

Historic St. Mary's City is looking for a full-time Contractual Gift Shop Manager.

HSMCC consists of over 850 acres with 2 miles of coastline along the scenic St. Mary's River, encompassing 15 exhibits of historical and educational significance. HSMCC was Maryland's first Capital, spanning from 1634-1695 before relocating to Annapolis.

HSMCC offers a safe, exciting, and educational environment in which to work with a dedicated team of professionals.

Job Summary:

The Gift Shop Manager, an employee of the Historic St. Mary's City Commission (HSMCC), reports to the Director of Business Enterprises and is responsible for managing sales and operations for the Shop at Farthing's Ordinary located within the Town Center at Historic St. Mary's City, a museum operated by the HSMCC. The incumbent will perform a wide range of critical tasks related to sales and management of the Shop to further the museum's mission and goals. The Shop Manager will work cooperatively with the multiple members of the museum staff to ensure merchandise fits the needs of the museum. In addition, the Shop manager sits on the marketing committee as well as the gift shop committee. Must be able to work weekends, lift twenty pounds, and stand for extended periods of time.

Essential functions:

Purchasing and Sales

- Purchasing of all merchandise
- Research merchandise and mark-ups
- Sales – Proven ability to meet sales expectations
- Knowledge of the Point of Sales Programs
- Coordinate and manage e-commerce initiatives

Administrative

- Maintain timely communication with general staff and visitors.
- Must be able to maintain budget and follow all procurement procedures.
- Process daily deposit reports and secure in safe
- Assist Membership Coordinator with membership sales.

Additional Responsibilities:

- Alert St. Mary's College of Maryland Public Safety Office and the Museum's Director of Facilities & Grounds of any security concerns

P.O. BOX 39, ST. MARY'S CITY, MARYLAND 20686

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- Work with External Relations Manager to develop sales and marketing advertising.
- Maintain condition of IT equipment, offices, and storage in an organized and professional manner
- Provide excellent customer service for all museum visitors
- Expected to be part of the Marketing Team, while providing feedback for social media outlets and marketing strategies
- Make monthly trips to BJ's to resupply snacks and drinks for shop sales
- Perform other duties as assigned by the Executive Director, Director of Business Enterprises, and Chief Operating Officer.
- Backup Visitor Center services and the Education Department with school tour check ins
- Attend industry expos to acquire new merchandise and gain new vendor contacts

Requirements:

- Experience in sales, marketing, and merchandising
- Outstanding customer service skills
- Professional appearance and demeanor
- Self-motivated
- Excellent written and verbal communication skills
- Attention to detail
- Ability to coordinate with professional HSMC staff and vendors
- Experience with Microsoft Word and Excel

This is a contractual position with a salary range of \$42K - \$50K per year, with certain limited subsidized health insurance and an opportunity to participate in a 401 (k) plan.

HSMC is an affirmative action/equal opportunity employer.
The position is open until filled.

To apply:

Please send a letter of interest, resume, and three references to:
Porzia Purves, Personnel Ombudsman at Porzia.purves@maryland.gov

Or mail to:
Porzia Purves, Personnel Ombudsman
Historic St. Mary's City
P.O. Box 39
St. Mary's City, MD 20686

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