

Museum Store Manager (Community Assistance Specialist II – SES; Position #45000197)

Museum of Florida History, Tallahassee, Florida

Salary: \$37,000

The position includes full State benefits.

Closing date: April 14, 2023

Duties and Responsibilities:

The Museum of Florida History is seeking a Store Manager, which is a professional position involving the coordination, the development, and implementation of programs and products for Florida's History Shops (FHS) located within the Museum of Florida History (MFH), Florida Historic Capitol Museum, and Capitol Building and conducting the financial reporting related to FHS income. FHS is managed by the MFH's Citizen Support Organization (CSO), the Friends of the Museum of Florida History, Inc.

Oversees the daily operation of three retail stores. Supervises 5 to 8 store employees. This includes scheduling, payroll, hiring, and training.

Oversees product development, purchasing, inventory, and marketing of products for the three retail stores. Manages the online store, ensuring accurate and up-to-date merchandise information and timely shipments of merchandise ordered by customers. Ensure that the retail merchandising in the stores is in keeping with the mission of the Museum of Florida History and the Division of Historical Resources.

Responsible for the financial accounting for the three retail stores and the online store. This includes depositing of funds and payment of invoices through Intuit's QuickBooks; working with professional accountant for monthly reconciliation and payroll; filing of tax reports; and budgeting. Assist and work with Development & Financial Director to ensure proper reporting of finances for the CSO.

Responsible for bi-annual inventory and producing appropriate paperwork to report to outside auditor for the CSO's annual audit.

Develop retail shop activities in accordance with Museum programs and marketing plan. Work with Development & Financial Director and FHS staff to promote membership and fund-raising activities.

Performs other work-related duties as required.

How to Apply:

To read the full job description and to apply, please go to

<https://jobs.myflorida.com/job/TALLAHASSEE-DOS-COMMUNITY-ASSISTANCE-SPECIALIST-II-SES-45000197-FL-32301/1010931100/>

Minimum qualifications:

- High School diploma
- Three years of full-time experience working in a retail store
- One year of retail store management experience

Preferences:

- Bachelor's degree
- Experience working as merchandise buyer and product developer
- Experience as a supervisor in a retail store
- Experience working in a museum store or in a museum

Knowledge/Skills/Abilities:

- Knowledge of retail shop operations including functioning as buyer.
- Managing inventory and merchandising.
- Knowledge of computers & software such as MS Office, QuickBooks, and point of sale systems.
- Knowledge of accounting principles.
- Ability to supervise and coordinate a team of part-time employees.
- Knowledge of museum goals, techniques, programs and activities.
- Ability to plan, organize, and coordinate work assignments
- Ability to work with diverse and large groups.
- Ability to establish and maintain effective working relationships.
- Ability to work with other people on projects and teams.
- Ability to communicate effectively verbally and in writing.
- Ability to organize and maintain paper and electronic filing systems.
- Ability to lift, move, carry or push items weighing up to 20 pounds.
- Ability to bend, stoop, squat, reach, stretch and/or twist.
- Ability to sit or stand for extended periods of time.

The Benefits of Working for the State of Florida:

Working for the State of Florida is more than a paycheck. The State's total compensation package for employees features a highly competitive set of employee benefits including:

- Annual and Sick Leave benefits
- Nine paid holidays and one Personal Holiday each year
- State Group Insurance coverage options, including health, life, dental, vision, and other supplemental insurance options
- Retirement plan options, including employer contributions (For more information, please click www.myfrs.com)
- Flexible Spending Accounts
- Tuition waivers
- And more!

For a more complete list of benefits, including monthly costs, visit www.mybenefits.myflorida.com.

Criminal Background Checks:

A Level 2 criminal background check is a condition of employment. If selected for this position, you must provide your fingerprints. We will send your fingerprints to the Florida Department of Law Enforcement and the Federal Bureau of Investigation for a criminal background check.