

Phoenix Art Museum is looking for an **Assistant Retail Sales Manager** to assist with the overall management and daily operations of the Retail Sales Department by providing leadership, exceptional customer service to patrons through thorough product knowledge, as well as assist and support the retail staff. This position will have a strong focus on staff management, e-commerce management and visual merchandising tasks.

MAIN JOB DUTIES

1. Hire, train, schedule, supervise and conduct performance evaluations of Retail Sales staff; act as department main point of contact for Sales Associates.
2. Manage and maintain Museum Store e-commerce platforms through Shopify and Amazon.com.
3. Make daily merchandising decisions regarding placement of new items as they arrive; continuously restock, straighten, dust and clean.
4. Assist with overall visual merchandising including seasonal displays, complete floor changes, window displays and placement of new merchandise.
5. Operate and maintain POS system.
6. Assist with budgeting, purchasing decisions and long range merchandise planning.
7. Maintain store supplies; place orders when needed
8. Offer prompt courteous service to Museum patrons; provide professional, knowledgeable sales help and advice.
9. Act in the absence of the Retail Sales Manager

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree in business, arts administration, retail management, art history, or other related field required.
2. Minimum two years' supervisory experience in a fast-paced specialty store with a strong emphasis on customer service required.
3. Experience with POS systems required, TAM preferred.

Knowledge of:

1. Retail business practices and cash handling procedures.
2. Small staff management practices; 5-15 employees/volunteers.
3. Buying, visual merchandising and display work in a specialty store environment.

Skill and Ability to:

1. Proficiently operate a cash register/POS system.
2. Use Microsoft Office, adept use of the internet and email.
3. Present a neat, professional image and positive attitude.
4. Exhibit strong communication skills, both verbal and written.
5. Work nights, weekends, holidays, and special events as dictated by the needs of the organization.
6. Provide effective leadership and vision; ability to supervise, motivate and evaluate staff and volunteers.
7. Perform standing and/or walking for extended periods of time, a moderate amount of bending and the ability to pick up, carry, lift and move stock weighing up to 50 pounds.

Submit cover letter, resume, and salary history with job code PAM-ARSM to HR@phxart.org:

Job Status: full-time, regular, non-exempt

EOE