

Museum Store Buyer

Coastal Georgia Historical Society

The Museum Store Buyer position supports the Coastal Georgia Historical Society's mission, optimizes the performance of the buying and retail functions, and maintains the high standards of the Society.

Two museum stores support the Society:

- St. Simons Lighthouse Museum Store, Heritage Center - This store offers a large selection of collectibles, keepsakes, and gifts for all ages. Merchandise includes children's gifts, replicas, uniquely branded apparel, one-of-a-kind jewelry, handbags, and decorating items. There is a variety of books by local authors, along with books on coastal ecology, local and Georgia history, and for children.
- World War II Home Front Museum, Historic Coast Guard Station – This store offers a selection of collectibles, gifts, and books for all ages. The general theme of the merchandise is related to the World War II Home Front Museum.

Work Hours:

The work schedule is intermittent, part-time: one day per month for meetings with Historical Society staff, several days for seasonal displays, and about 16 days/year (1+ weeks, every January and July) at the Atlanta Marketplace. There will also be a need for buying merchandise for the new museum store at the WWII Home Front Museum opening this October.

The Museum Store Buyer reports to, and is accountable to, the Executive Director.

Essential duties and responsibilities:

- Maintain product quality to enhance visitor experience and organizational image.
- Communicate with vendors and product representatives to select marketable goods and gifts appropriate to the potential buying audience, season of the year, and recognized customer demand.
- Continually research new vendors for fresh inventory and ensure that all merchandise meets the high standards of the Society.
- Work with the Executive Director and Store Manager to develop and manage the annual inventory budget.
- Organize seasonal plan for display and presentation of merchandise. Assist with in-store and window displays if requested by the Store Manager, who is responsible for day-to-day merchandise display.
- Attend semi-annual merchandise trade shows in Atlanta (July and January) and purchase store inventory in accordance with established budget.
- Coordinate all necessary inventories for special exhibits and museum events.
- Attend monthly meetings with Store Manager, and other staff as required.
- Work with the Store Manager to review inventory and monitor customer preferences to determine focus of sales efforts.

- Meet with vendors to plan seasonal and custom ordering.
- Collaborate with the Museum Curator to establish products that align with the Museums' programs and events.
- Plan, develop, and find sources for merchandise.
- Other duties as assigned.

Qualifications:

- Senior level retail purchasing and/or retail management experience.
- Excellent written and verbal communication skills; attention to detail; planning and organizational skills; and strong interpersonal skills, demonstrated by an advanced degree, advanced training, and/or career experience.
- Bachelor's degree in a related field, preferred.
- Highly self-motivated, and a team player.
- Experience with budget preparation and management.
- Proficient with technology.
- Valid driver's license.