

Museum Store & Admissions Manager
Gold Coast Railroad Museum
Miami, Florida

(Part time – Monday through Friday, 30-35 hours per week; some weekends and evening required with special events)

Under the direction of the Executive Director, the successful applicant manages all day-to-day operations of the Gold Coast Railroad Museum's Store, including all making procurement recommendations, merchandising, financial and administrative functions; admission sales, and providing initial visitor experience consistent with the mission of Gold Coast Railroad Museum. Key responsibilities are as follows:

- Research, evaluate and purchase approved merchandise; stay up-to-date on new sources of inventory and ensure that all merchandise is appropriate, and of good quality.
- Work in conjunction with the Executive Director to ensure that established cash-handling, security and loss-prevention policies and procedures are in place and maintained; reconcile daily sales receipts; establish pricing; barcode inventory items.
- Maintain contacts with vendors.
- Develop and maintain store policies and procedures manual.
- Handle storage, stocking and display of merchandise; ensure general cleanliness of store.
- Ensure visitors are made aware of upcoming events and provide an overall 'good first impression' to as they arrive at the Museum.
- Provide a high level of customer service both at the store and through phone contact.
- Assist with the scheduling of field trips and birthday parties.
- Be available for some weekend and evening special events.
- Must be able to work all days prior to, during, and after the Day Out With Thomas special event without exception. (Usually in March – 2 ½ weeks long)
- Perform other duties as required.

Qualifications:
REQUIRED

- Museum store and/or gift shop experience and/or retail experience with a high level of personal responsibility highly required.
- Experience handling cash and/credit transactions.
- Exceptional customer service skills, with a strong ability to interact with the public in a hospitable and responsive manner.
- Excellent communication skills. Highly organized with strong attention to detail.
- Ability to handle objects of various shapes and sizes; lifting for merchandise placement required.
- Excellent PC /Microsoft Windows applications skills.

PREFERRED

- Experience with “Point of Sale” (POS) system and bar-coding.
- Experience and aptitude for creative merchandising.

Compensation: Hourly compensation commensurate with experience.

To apply: Please send resume, including compensation expectations, to

Executive Director
attn: Museum Store Position
12450 SW 152nd Street
Miami, FL 33177

Materials may also be submitted via e-mail to employment@goldcoast-railroad.org
Applications will be reviewed as they are received and will be accepted until the position is filled.

The Gold Coast Railroad Museum is an Equal Opportunity Employer