

Historic **GENEVA**

Job Description Gift Shop Manager

The Gift Shop Manager is a key member of a small team that collaborates in the effective functioning of Historic Geneva. Reporting to the Executive Director, the Gift Shop Manager is responsible for management and operations of Historic Geneva's gift shops at the Geneva History Museum and Rose Hill Mansion. The position is part-time (up to 25 hours a week) and the salary is \$20 per hour. Benefits include paid time off (vacation, sick leave, and holidays) and contributions to a retirement plan.

SPECIFIC RESPONSIBILITIES

General Management

- Align both gift shops with Historic Geneva's mission and vision through product sourcing, sales, merchandising and proactively seeking opportunities for shop growth
- Manage gift shop operations including merchandise research, purchasing, pricing, staging, processing payments, selling Rose Hill admissions, etc.
- Build and maintain relationships with vendors.
- Maintain a list of vendors
- Serve as the primary contact with vendors.
- Responsible for the fiscal management of both gift shops (plan, monitor, and work with the annual budget)
- Manage the point-of-sale system at the Carriage House Gift Shop at Rose Hill Mansion
- Oversee Historic Geneva's online gift shop and other e-commerce sites with assistance from the Business Manager
- Work with staff at the Geneva History Museum and Rose Hill Mansion to maintain both retail appearance and accessibility
- Conduct an annual physical inventory of both gift shops

Other

- Work with the rest of the staff to develop retail marketing strategies
- Develop and implement policies and procedures for both gift shops
- Prepare the Carriage House Gift Shop at Rose Hill to open and close for the season
- Work in the Carriage House Gift Shop at Rose Hill during bus tours and special events
- Remain aware of Historic Geneva programs, events, and exhibits
- Select and stage items from both gifts shops to be sold at the annual holiday fundraising event
- Assist with projects, programs, and events as requested by the Executive Director.