

Gallery & Retail Manager Alutiiq Museum Job Description

POSITION: Gallery & Retail Manager
CLASS: Full-time hourly (32–40 hours a week)
REPORTS TO: Director of Advancement
SUPERVISES: Volunteers, provides supervisory support for store staff
PAY RANGE: \$21 - \$24 per hour

SUMMARY OF RESPONSIBILITIES

This position oversees the operations of the museum's store. Responsibilities include managing all retail functions of the Museum Store, supporting a Store Coordinator, assisting local artists to promote the production, sale, and marketing of artwork relevant to the museum's mission, developing opportunities for tourism, managing, and supporting events, assisting visitors, and maintaining public spaces. This position also monitors and arranges clean-up events for the Alutiiq Ancestors' Memorial, a public park adjacent to the museum.

ESSENTIAL POSITION FUNCTIONS

STORE MANAGEMENT

- Manages all daily operations of the Alutiiq Museum Store and supports the Store Coordinator who leads front-end store operations.
- Oversees Store Coordinator in tracking sales—reconciling cash with register journal, preparing daily record of transactions, completing cash audits.
- Works with the management team to create an annual store budget.
- Oversees store purchasing to maintain inventory and supplies within an annual budget.
- Collaborates with staff and community members to develop products that reflect the museum's mission while generating a profit for the store.
- Oversees the creation of attractive displays and accurate labels for store merchandise.
- Coordinates museum store marketing activities—contracts print ads, creates social media posts, develops advertising content for museum communications (e.g., newsletter, email broadcast).
- Maintains the store website. Adds products to the site, responds to requests for information, and oversees the processing of online orders.
- Oversees tax exemptions in the store including accurate recordkeeping and reporting for compliance.
- Helps ensure retail operation compliance with applicable Federal and State laws and local statutes.
- Leads an annual inventory of store merchandise.
- Develops and leads Alutiiq Museum Store events, such as First Friday and an annual Holiday Bazaar, by contracting, advertising, scheduling staffing, managing set up and clean up, and completing documentation and evaluation.
- Maintains a clean, organized gallery, store, reception area, and storage spaces.

PUBLIC ENGAGEMENT

- Promotes and supports local artists. Purchases works from artists to sell in the Museum Store, shares information with artists on opportunities, oversees the Museum Store consignment program.
- Oversees the implementation of the Alutiiq Seal program—the museum's art authentication program.

- Oversees the annual maintenance of the Alutiiq Ancestors' Memorial, a public park adjacent to the museum. Monitors the condition of the park and recruits volunteers for periodic park cleanups.
- Support museum partnerships within the tourism industry developing opportunities for special visitor experiences and engagement.
- Supports other museum events such as the Annual Meeting and exhibit/building openings as needed
- Assists the museum's patrons with prompt, courteous service—in person, on the phone, and through digital communications.
- Other duties as assigned.

QUALIFICATIONS

The position requires a college degree or a minimum of two years of experience with retail management. Experience with advertising and event planning are a plus. The successful applicant will possess good verbal and written communication skills and have a welcoming, courteous, professional manner. Demonstrated experience with and knowledge of Native Alaskan heritage, history, art, and culture are also preferred.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to interact and work positively with all museum staff, visitors, and volunteers.
- Ability to follow directions carefully, to accept feedback graciously, and to work independently on assigned tasks.
- Ability to resolve conflicts in a constructive manner.
- Must adhere to appropriate standards of conduct and ethics, including confidentiality, integrity, and honesty; follow directives; adapt to changing work environments; cooperate and work respectfully with others; participate in pro-active problem solving; and attend and participate in staff meetings as required.
- Must have a pleasant, courteous, and professional attitude and presence.
- Able to work a flexible schedule and participate in evening and weekend programs and events as needed.
- Must have a valid driver's license and proof of vehicle insurance.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

This position conducts light work, performed mostly in a pleasant indoor surrounding. Must be able to lift 50 lbs. and move displays as necessary.

This job description does not list all the duties of the position. You may be asked by other staff to perform other duties. Your evaluation will include assessment for your performance of your job description herein. Management has the right to revise this job description at any time. The job description is not a contract for employment.

Signature of Employee: _____ Date: _____

Signature of Executive Director: _____ Date: _____