



Inspire.
Create.
Transform.

HICKORY
MUSEUM
OF ART

Position Description: shop HMA Coordinator

(Position Status: Part-time, hourly, non-exempt)

Reports to: Associate Director

Position Summary: In keeping with Hickory Museum of Art's purpose, the shop HMA coordinator oversees the operations of the Museum Store and its important role as the beginning/completion of our visitor's museum experience. Inspiring audiences to take a piece of HMA home drives this person to connect with museum visitors. From the ability to assemble an appealing inventory to the detail and experience to manage the back of the house, this person has a passion for retail done right. They also understand the importance of a warm, friendly informative interaction with each guest.

shopHMA Responsibilities:

- Work with the Associate Director on visual presentation, museum experience, budgeting and financial management.
- Manage shop HMA staff and volunteers.
- Recruit volunteers, providing them with Museum Store and Visitor Experience information and training.
- Find and approve new consignment vendors and product within budgetary constraints.
- Manage yearly inventory of product.
- Work with the seasonal planning team to develop promotions through HMA's web-site, Newsletter, etc., as well as sales strategies.
- Merchandise shop HMA for maximum visual impact and interest, including installation of seasonal décor and sale specific presentations.
- Schedule and ensure shift coverage for weekdays and weekends.

Desired Qualifications:

- Passion for creating effective retail and check-in experiences.
- Experience and comfort overseeing inventory and budgets.
- Ability to effectively communicate in verbal and written form.
- Ability to problem solve, prioritize, and meet deadlines.
- Ability to work effectively as a team player and accept input as well as independently.
- Ability to supervise staff and volunteers.
- Excellent interpersonal skills and self-motivation.
- College degree preferred.