The Chazen Museum of Art, University of Wisconsin-Madison, is recruiting for a creative and business-minded Retail Coordinator. The Retail Coordinator oversees the retail operation of the museum, to include product development, ordering and inventory, and campus and artist collaborations. This individual does not manage the café or have significant supervisory responsibilities. A background in retail, business or marketing is preferred. The position is part-time at 50%, with full benefits. A hybrid arrangement and flexible hours can be negotiated.

About the Chazen Museum:

The Chazen Museum of Art makes its home between two lakes on the beautiful campus of the University of Wisconsin–Madison. Within walking distance of the state capitol, it sits squarely in the heart of a vibrant college town. Featuring one of the best views on campus, an art-filled bridge connects the historic Elvehjem building, built in 1970, with the Chazen building, built in 2011.

With a permanent collection of more than 23,000 objects, from vessels of ancient Greece to prints by Kara Walker, the Chazen is the second largest museum in Wisconsin. Two expansive buildings encompass 163,000+ square feet, making it the largest collecting museum in the Big Ten. More than 100,000 visitors come through the Chazen’s doors each year to enjoy the permanent collection and special exhibitions. The Chazen is the most-open museum among its peers, with open hours from 8 a.m. to 8 p.m., seven days a week. Admission is free for all and includes programs for students, families and community members, all provided with the museum’s unique brand of Wisconsin hospitality.

This position is vital in supporting the mission of the Chazen Museum of Art. Retail products create revenue for the museum, as well as opportunities for marketing and promotion. The Retail Coordinator also strengthens relationships with campus and community partners through collaborative projects. The Retail Coordinator is expected to contribute to the museum’s commitment to DEAI by sourcing products from, and highlighting the work of, underrepresented artists and vendors. The mission of the Chazen Museum of Art is as follows:

We collect, preserve, interpret, and exhibit works of art and present related educational programs in support of the teaching, research, and public service mission of the University of Wisconsin–Madison.

We do this because the visual arts enrich individual human experience and because knowledge of art is essential to understanding diverse cultures, past and present.

**JOB SUMMARY** The Chazen Retail Coordinator oversees the retail operation of the museum, to include coordinating retail product development, ordering, inventory and management. The Retail Coordinator is responsible for overseeing the budget and financial sustainability of the operation. The individual also coordinates closely with the marketing section to promote the retail products and the Chazen Café.
RESPONSIBILITIES Manages and coordinates retail and marketing product development projects to support unit promotion and earned revenue opportunities.

40% Creates product development plans to ensure manufacturability and profitability; and coordinates product requirements, production schedule, and pricing

15% Ensures product designs follow established brand and style guidelines to create cohesive product lines

10% Fosters collaborative relationships with campus/community partners and outside vendors to source and create products

5% Manages the retail budget and oversees financial aspects of product development operation to promote profitability and ensure compliance with university policy

5% Develops, implements, and maintains retail marketing plans based on research to effectively promote the unit

10% Identifies and develops unique products

15% Oversees management of retail inventory, to include organization of physical storage, barcoding, pricing, and regular inventories.

EDUCATION Preferred Bachelor's Degree and Degree in business or marketing, or related field, preferred.

QUALIFICATIONS: At least 3 years of experience in retail management, product development, marketing, or comparable field.

Salary and Benefits $31,900 minimum annual salary (this is the prorated 50% position salary). Full benefits provided to include health insurance and paid leave, prorated to 50% position. The work schedule is flexible, with consistency from week to week preferred. Some work must be done onsite, but a hybrid arrangement is possible.

The Chazen Museum supports and encourages paid professional development opportunities such as conference or workshop attendance. The University of Wisconsin–Madison campus offers ample recreation, cultural and educational opportunities. The museum is easily accessible and is located on many bus lines and bike paths.

Please see the full announcement, qualifications, position description and application instructions at: https://jobs.hr.wisc.edu/en-us/job/515281/retail-coordinator