

## Persimmon Hill at the National Cowboy & Western Heritage Museum Store Manager

Salary: Negotiable, based upon experience	Hours: M-F 9-6 Plus Some Weekends and Evenings	Status: Exempt
Reports to: Chief Marketing Officer	Direct Reports: 1 Full time: Online and Store Assistant Manager	Updated: 9.7.2023

### **POSITION SUMMARY**

The Store Manager will lead the retail efforts for Persimmon Hill at the National Cowboy & Western Heritage Museum. The Manager must understand retail business drivers and how to maximize profitability. This includes an understanding of retail marketing and how to facilitate promotions. This position will coach and motivate sales staff to provide superior customer service while meeting monthly sales and margin goals and ensuring visual and operational standards are consistently met. Experience in eCommerce preferred.

### **Job Responsibilities:**

- Works with Chief Marketing Officer to set monthly/annual sales and margin goals, tracking metrics and establishing goals for sales staff and online sales. Directly responsible for ensuring sales and margin goals are met.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Recruits and retains high performing talent through continuous feedback and coaching. Educates and trains team to build new skills and enhance capabilities.
- Maintains operations by initiating, coordinating, and enforcing sales program, operational, and personnel policies and procedures. Completes store operational requirements by scheduling and assigning employees, following up on work results.
- Responsible for re-order processing, inventory processing and control, cycle counts on a scheduled basis, as well as the year-end total physical inventory count.
- Responsible for the organization and cleanliness of the store, storage areas and the professional appearance of store personnel.
- Works with the Buyer/Merchandiser to research and potentially attend, if warranted, various markets to obtain merchandise that is Western in theme, unique quality and corresponds to the mission of the National Cowboy & Western Heritage Museum.
- Formulates pricing policies by reviewing merchandising activities.
- Works with the Marketing department on determining additional needed sales promotions; authorizing clearance sales; studying trends; developing strategies for marketing to target customers and sales for holidays, Black Friday, etc.
- Maintains a close working relationship with the Accounting Department to collaborate on annual budget, sales reports and analysis, vendor payables, and inventory control.
- Establishes and stewards contacts with corporate organizations and maintains a good working relationship with vendors.
- Weekend and evening hours are required depending on Museum events.

**Required Qualifications:**

- Bachelor's degree in business, finance, marketing, or related field.
- 5 years retail management experience in a complex, high volume or high-profile specialty environment.
- Business acumen
- Strong planning and prioritization/time management skills.
- Ability to maneuver around the sales floor, stock, and office; lift/move up to 20 lbs. and climb moderately.
- Communicate efficiently and effectively both verbally and in writing and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work a flexible schedule to meet the needs of the business which will require days and some evenings and weekends.
- Must possess strong math and organizational skills, conduct multiple tasks, and meet deadlines.
- Follow instructions furnished in verbal or written format.
- Must have visual acuity to read small print, computer screens, and see color.
- Must be able to hear customers speak in a noisy store.
- Must be able to operate a register, stand and move and walk for multiple hours.

To apply: Submit resume and cover letter with salary expectations to [HR@nationalcowboymuseum.org](mailto:HR@nationalcowboymuseum.org)