



CameronArtMuseum.org
3201 S. 17th Street
Wilmington, NC 28412
(910) 395-5999

Job Title: Shop Manager

Department: Enterprise

Reports To: Chief Financial Officer

Employment Status: Part-time 20 hours a week; \$15-18 an hour

Position Summary

CAM's shop manager manages all aspects of the Museum Store, including planning, purchasing, customer service, pricing, point-of-sale system, inventory control, and merchandising. This creative and organized individual is also responsible for managing museum shop volunteers.

Institutional Responsibility

- Actively contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives.
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement.
- Support CAM's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future.
- Contribute to and support CAM's strategic plan, annual priorities, and institutional initiatives.

Duties/Responsibilities

Responsible for the Museum Shop, duties include, but are not limited to:

- Research and purchase items and work with consignment artists for inventory.
- Receive inventory, tag, and display.
- Perform annual inventory.
- Perform all business operations within shop: pay suppliers, merchants, consignment artists, monthly credit card bill, create budget, sales tax.
- Research and design items that connect with exhibitions and permanent collection.
- Maintain shop budget, meet, and exceed goals.
- Coordinate shop volunteers.
- Coordinate shop marketing with marketing department.
- Coordinate and maintain shop website with marketing department.
- Responsible for the planning and implementation of CAM's annual artist sale, Humble Jumble.

If interested in this position, please contact Heather Wilson, Deputy Director, at **deputydirector@cameronartmuseum.org**. A hire will be made by September 1, 2022.