

Job Title: Landmarket Gift Shop Assistant

Reports to: Associate Director of Visitor and Volunteer Services

Work Location: Landmark Center, 75 Fifth Street West, Saint Paul, MN 55102

Job Overview:

The purpose of this position to assist the Associate Director of Visitor and Volunteer Services with regular duties of operation for the Landmarket Gift Shop in Landmark Center. This position's duties include: assist with distributing monthly schedules for volunteers that staff the shop; intake of merchandise deliveries; manage inventory deliveries, check packing lists to verify orders are correct and items are good quality; work with gift shop manager on pricing of incoming merchandise; input new merchandise into inventory and register; display merchandise in the shop; assist with regularly gift shop cleaning and rotating displays; and staff the shop when needed and appropriate.

Anticipated Work Space: Gift Shop Inventory Room & Gift Shop

Responsibilities and Duties:

- **Intake of Merchandise:** Landmarket currently does not buy a lot of merchandise throughout the year, with this position we hope to increase new merchandise coming in regularly as well as monitor inventory and determine markdowns/sales when appropriate. The Gift Shop Assistant would take in all of the new merchandise deliveries, inspect everything against the packing slip to make sure all product is there and in good condition. They work with the Associate Director of Visitor and Volunteer Services on pricing the merchandise and inputting it into the computer inventory and the register. Volunteer assistance can also be utilized with these tasks if the quantities warrant the extra help.
- **Merchandising of Gift Shop:** One of the most important roles in making sales in the shop aside from regular open hours is that things are displayed in an eye-pleasing way to entice visitors. This can take trial and error, but also having the time to play around with items and moving things around to keep the shop looking fresh. Spending a few hours a month on this would be beneficial.
- **Schedule Creation / Distribution:** This takes a couple hours on average per month to complete and requires conversation with the volunteers and Associate Director of Visitor and Volunteer Services. The schedule template will need to be updated and distributed monthly.
- **Filling in on days the shop is not covered:** Due to volunteer's inconsistent schedules, this position may need to staff the shop a few days a month.

Expectations:

- General knowledge of merchandise buying, customer service and guest relations.
- Work effectively and efficiently with any other individuals working in Gift Shop.
- Able to work independently.
- Demonstrate an ability to work with the public and use conflict resolution skills.
- Excellent written and verbal communication skills.
- Be adept at register usage and maintain cash controls.
- Remain confidential with all financial aspects and other proprietary information.
- Ability to lift twenty-five (25) pounds.
- Ability to remain standing for long periods of time.
- Creativity and eye for merchandising a plus.

Preferred Qualifications:

- Education level: Undergraduate degree or equivalent
- Experience in gift shop operations.
- Strong problem solving and strategic thinking skills.
- Proficient in handling multiple priorities simultaneously with poise in high stress situations.
- Commitment to identifying critical issues and work towards results.
- Able to work collaboratively, proactively and professionally across multiple areas.

Hours:

- 10-12 hours per week (*select extended hours for special events)
- Timing can be negotiated but preferred Monday-Friday between 10am-2pm

Hourly Pay:

- \$18/hour

***Position open until filled. To apply, applicants must submit both an introductory cover letter and resume to Minnesota Landmarks (jreinhard@landmarkcenter.org).**