

**Irish Museum of Modern Art**

**IMMA Shop and Retail Manager**

This is a 3 year fixed term contract post with a salary scale in the range of €38-40K depending on experience.

**Reports to the Member of the Management Team (appointee TBC)**

**Summary**

This is an exciting opportunity for an experienced retail professional to re-imagine and develop the Museum’s retail offering, comprising our on-site shops, online sales and IMMA Editions. We are looking for a dynamic individual who can help us create an interesting and stimulating retail experience which enhances the visitor experience and is commercially viable, contributing to IMMA’s earned income.

**Key Responsibilities**

* To develop an effective model for IMMA’s Shop and retail activities, including the on-site shops, online sales and IMMA editions.
* Sourcing , range planning, costing and coordinating the selection of stock including exhibition and collection specific products in conjunction with relevant Museum staff
* Continually developing effective retail PR/Marketing initiatives and new ways to promote the shop
* To innovate by exploring ideas for retail sales at events and elsewhere in the Museum and ideas for new lines
* Establish and maintain a customer database for retail marketing purposes
* Management of a small staff team including rostering and operation of staffing cover

**Business and Financial**

* To use an approved stock management system and undertake accurate stock management raising purchase orders, checking deliveries against invoices, return of stock or underperforming product and raising invoices when necessary.
* Produce key performance indicators in order to plan and manage the business with a deep understanding of these.
* Operation of a purchasing budget and tracking sales performance against this
* Produce weekly sales reports
* Compile monthly sales and stock reports for retail stock and designers whose work we hold on consignment
* Compile monthly paperwork for payments to designers and suppliers
* Liaison with Financial Controller to ensure timely payments to suppliers and financial reports
* Conduct quarterly stock takes or at the request of the Financial Controller.

**Competencies**

* The post holder must be self motivated and flexible, able to work on own initiative as well as part of a team
* Proven track record in team leadership and excellent communication skills both internally and customer focussed
* Must have proven sale skills as well as successful experience in buying, sourcing and budget planning
* An ability to analyse data, produce reports and understand how to drive turnover and profit levels
* Knowledge of manual and electronic retail systems as well as computer literate (Microsoft Word and excel, Photoshop ecommerce and social media)
* Knowledge of museums and galleries sector is highly desirable

**Working Terms and Conditions**

* It is envisaged that the post holder will work Tues-Sat 10-5.30 pm and 12-5.30 pm on Sun and Public Holidays but the demands of the museum programme will require flexibility to ensure business needs are met, including working weekends, evenings and bank holidays as required.
* The Shop Manager may not publish any material or take part in external activities which may impinge on the work or standing of the Museum without the agreement of the Director
* A spirit of internal cooperation, collaboration and communication is an important part of the identity of the Irish Museum of Modern Art and staff at all levels are expected to maintain this spirit as a professional courtesy in their work

Please send your applications, clearly marked, for the attention of:

Fiona Brady

HR Dept

Irish Museum of Modern Art

Royal Hospital

Military Road

Kilmainham

Dublin 8

Or via email to : [fiona.brady@imma.ie](mailto:fiona.brady@imma.ie)

Closing date for applications is **no later than Friday 25th July at 5.30pm.**

The Irish Museum of Modern Art is an equal opportunities employer