District Store Manager Job Description

Position: District Store Manager  
Supervisor: Director of Retail  
Type: Full-time, exempt  
Hourly Rate: $55k-65k  
Start Date: ASAP

Organization Overview
Revolutionary Spaces is a new arts & culture organization on Boston’s Freedom Trail, formed in January 2020 by the merger of the Bostonian Society and Old South Association. Through partnerships, theater and arts, exhibits, and other cultural activities, Revolutionary Spaces brings people together to explore the history and continue the work of democracy that was started in part in the two historic sites and museums we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston.

Revolutionary Spaces is an equal opportunity employer. We value inclusion, relevance, boldness of thought, and engagement in our work.

The District Manager at Revolutionary Spaces provides leadership, management, and supervision of the customer experience and store operations of multiple store locations within an assigned market. The District Manager will plan, implement, and follow up on all initiatives and processes within the market, including driving the customer experience while ensuring the store presentation, sales, and expense controls meet company standards. This position is responsible for teaching, coaching, and training leadership in the stores.

Responsibilities

- Leadership: Hire and train talent, manage performance, and develop retail staff members.
- Store Operations: Conduct store visits to ensure consistent brand, merchandising & visual execution.
- Financial: Ensure each store maximizes sales, minimizes asset loss, and conforms to budgetary requirements.
● Ensure proper staffing for opening and closing of historic sites/off-site retail stores.
● Provide outstanding customer service.
● Exhibit communication skills, capable of building trusting relationships
● Drive sales through engagement of customers and sharing product knowledge.
● Providing accurate information about products and museums
● Manage inventory, including receiving and stocking merchandise.

**Required Skills**

● Financial acumen
● Motivational and situational leadership and coaching
● Strategic management oversight
● Selling strategies
● Ability to lead visual standards.
● Store operations in safety, compliance, standard operating procedures
● Employee relations

**Qualifications**

● Minimum of 3 years retail store management experience
● Minimum of 2 years multi-unit retail management experience
● College degree preferred, not required.
● Excellent Customer Service
● Basic knowledge of the City of Boston
● Professionalism with a positive attitude
● Complex math skills
● Ability to perform in fast-paced environments.
● Flexible availability/ability to work various shifts.
● Weekend & some holiday availability

**Physical Requirements**

● Ability to lift and move +50 lbs.
● Bending/standing/moving
● Climbing ladders
● Ability to push carts, dollies and transport freight.
● Unload shipments from a freight truck
How to Apply:

Please send your resume to shop@revolutionaryspaces.org and include:

- The date you are able to start.
- Salary requirement