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RevolutionarySpaces.org

Director of Retail

Position: Director of Retail

Supervisor: CEO

Type: Full-time, exempt

Salary Range: \$90-115,000/annually

About the Position

Revolutionary Spaces, a new organization on Boston's civic and cultural landscape formed in January 2020 by the merger of the Bostonian Society and Old South Association, seeks a Director of Retail. The primary responsibilities are composed of the following major areas: retail business management, visual merchandising, and product development; budgets and financial management. Achieve revenue goals and drive profits through museum store sales. This role serves as a key member of the organization's senior leadership team and reports directly to the CEO.

Key Responsibilities:

Management responsibilities include all planning and operational activities associated with Museum Store operations. The incumbent oversees product development/merchandising, and visual merchandising, product storage and restocking. Financial responsibilities include development and implementation of sound financial practices, multi-year financial planning and profit goal development, development of Museum Store marketing, communications and associated brand development, maintenance and updating of stores and effective utilization of technology in sale and fiscal operations. Develops strategic business initiatives to increase revenue stream, broaden the availability of products and depict desired educational themes related to the Old State House, Old South Meeting House, Revolutionary era stories, and the city of Boston.

Leadership and Managerial Responsibilities

Provides leadership and strategy to a diverse team of managers and frontline staff members. Develops performance requirements for subordinates and ensures a mutual understanding of the performance standards. Resolves complaints and grievances. Provides leadership to ensure support for equal employment opportunity (EEO) goals and requirements.

Budget and Financial Program Management

Exercises budget and financial program management responsibilities for the formulation, justification and execution of budgets and revenue targets for retail operations.

The incumbent is responsible for utilizing a thorough knowledge of and compliance with all OSHA safety rules and regulations to ensure that work progresses in a safe manner and to initiate or take corrective action on unsafe conditions in assigned areas.

Performs other related duties as assigned.

Qualifications:

- 8-10 years multi-unit operations and/or merchandise management.
- Tech-savvy, with the ability to learn and teach new software as needed

Physical Requirements:

This position is on-site. This position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300-year-old historic building without an elevator. Candidate should be able to carry supplies up and down stairs. Reasonable accommodations can be made for the right candidate.

Benefits

Generous vacation and Federal holidays schedule; 403b with 5% match after one year. Health insurance; FSA Medical & Dependent care accounts; MBTA pass program; and Free/discounted admission to many local museums.