



info@revolutionaryspaces.org  
TEL 617.720.1713

310 Washington Street  
Boston, MA 02108

[RevolutionarySpaces.org](http://RevolutionarySpaces.org)

**Position:** Retail Assistant Manager  
**Supervisor:** Director of Retail  
**Type:** Full-time, non-exempt  
**Hourly Rate:** \$22.50  
**Start Date:** ASAP

## Position Summary

Revolutionary Spaces is seeking a proactive and experienced Retail Assistant Manager to help lead the retail operations across our museum gift shops located at the Old State House, Old South Meeting House, Quincy Market, and Faneuil Hall. Reporting to the Director of Retail, the Assistant Manager plays a key role in overseeing the performance of Lead Supervisors, part-time supervisors, and front-line retail staff. This position is responsible for supporting high-level store operations, executing strategic goals, optimizing the customer experience, and ensuring operational excellence across all locations.

The ideal candidate will bring strong leadership and organizational skills, a hands-on approach to managing people and processes, and a passion for history and public engagement. This is an excellent opportunity for a motivated retail leader to take the next step in their career within a mission-driven organization.

---

## Responsibilities

### Staff Management & Leadership

- Supervise and support Lead Supervisors and Part-Time Supervisors across multiple store locations
- Train and develop supervisory and front-line staff, ensuring consistent performance and adherence to company standards
- Foster a collaborative and respectful team culture focused on service, efficiency, and professionalism
- Schedule and coordinate staffing to ensure optimal coverage, managing time-off requests and shift changes

### Operations & Store Oversight

- Support smooth daily operations across all museum store locations
- Ensure consistent execution of company policies, visual merchandising standards, and customer service protocols

- Monitor and evaluate sales performance, providing input on trends, goals, and improvement strategies
- Lead or assist in opening and closing procedures, cash handling, reconciliation, and store audits
- Support coordination with the warehouse for product deliveries, restocking, and inventory management
- Assist with implementing promotions, seasonal displays, and product launches

### **Inventory & Reporting**

- Oversee cycle counts, inventory accuracy, and shrink control processes
- Ensure timely and accurate record keeping of sales, staffing, and inventory movement
- Provide data and feedback to the Director of Retail to support reporting and strategic planning

### **Customer Experience**

- Model exceptional customer service and engage directly with guests as needed
- Address escalated customer issues professionally and effectively
- Ensure that all staff are equipped to share knowledge of Revolutionary Spaces' mission and historical sites

---

### **Qualifications**

- 2–3 years of retail experience, with at least 1 year in a supervisory or assistant manager role
- Proven leadership ability in a multi-location or high-traffic retail environment
- Experience and accountability in handling cash, tills, deposits, and reconciliation procedures
- Strong organizational and problem-solving skills
- Excellent communication and interpersonal abilities
- Experience with POS systems, inventory tools, and basic reporting
- Ability to lift 50 lbs, stand for extended periods, and work in both indoor and outdoor environments
- Familiarity with the City of Boston and a general understanding of historical tourism is a plus
- Flexibility to work weekends, evenings, and holidays as needed



## Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House. Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to build a more just and equitable tomorrow. Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- Inclusion: We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
  - Relevance: We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
  - Boldness of thought: We address challenging topics and promote understanding in response to controversy.
  - Engagement: We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking.
- 

To apply, please send your resume and a brief cover letter to [HR@revolutionaryspaces.org](mailto:HR@revolutionaryspaces.org) with "Retail Assistant Manager" in the subject line.

