

# **WATERWORKS VISUAL ARTS CENTER MUSEUM STORE COORDINATOR RESPONSIBILITIES**

## **MUSEUM STORE**

### **PURPOSE**

The purpose of the Museum Store is to raise additional funds for the educational programs of WVAC and to serve as an extension of the museum by featuring original artwork by local and regional artists and merchandise relating to or complementing current exhibitions.

All artist consignment artwork, original or signed and numbered prints, is sold on a 60/40 percent basis; 60% to the artist and 40% to the WVAC. All other merchandise is priced according to retail store principles. The Museum Store will run in accordance with the policies and philosophy of WVAC and will follow the Code of Ethics set down by the Museum Store Association.

The Museum Store Coordinator is a volunteer position and reports directly to the Executive Director and Administrative Coordinator.

### **KEY DUTIES/RESPONSIBILITIES**

- Select and secure original and/or signed and numbered artwork for the Museum Store
- Oversee the receipt of artwork and retail merchandise and the processing of entering the merchandise into inventory
- Oversee the pricing and arrangement of the artwork and merchandise in an appealing way
- Rotate the stock every month or as needed
- Maintain transaction records and inventory control on a monthly basis
- Prepare a report for presentation to the Executive Committee/Board monthly
- Develop a selection process for obtaining original artwork, including a list of potential artists, their medium, and slides/photographs/website
- Develop a budget for the Museum Store
- Oversee the purchase of Museum Store supplies (gift boxes/bags, tissue paper, etc.)
- All purchases for the Museum Store must be approved by the Executive Director and/or Administrative Director
- Evaluate profit/loss margins on an annual basis
- Provide product knowledge for staff and volunteers

### **RECOMMENDED SKILLS**

- Ability to work independently
- Excellent verbal and written communication skills
- Knowledge of the local and regional artist community
- Familiarity with computer technology to post inventory and create reports