



THE CHARLES HOSMER
MORSE MUSEUM
of American Art

Museum Shop Buyer and Product Development Coordinator
Position Description

This full-time position reports to the Manager, Retail Operations and works closely with all departments at the Museum.

The Museum Shop Buyer and Product Development Coordinator is responsible for developing the merchandise plan for the Museum Shop which includes sourcing, buying, and creating products that meet the needs of the Museum Shop's curated inventory of merchandise that supports the Museum's collection. The Museum Shop is an entry point to the Museum. It highlights the Museum's objects and exhibitions with products that give visitors a chance to take a tangible memory of their experience home. The Museum Shop is an important program of the Morse, and it serves both as an extension of the galleries and as an introduction to the Museum and its collection. The Museum is widely known for its extensive holdings of artwork by Louis Comfort Tiffany (1848–1933), but it features art of all types dating from 1830–1930. The Museum is a benefaction, and as stewards of the benefaction, all members of the staff work together to honor the legacy of the Museum's founder Jeannette Genius McKean (1909–89) and the Museum's founding Director Hugh F. McKean (1908–95).

Requirements

- B.A. in art, merchandising, retail management, or business.
- Significant retail experience, preferably in a specialty or museum store; experience with buying and/or product development a plus.
- Knowledge of retail math.
- Communicate effectively, orally and in writing, and be able to follow both oral and written instructions.
- Organized and self-motivated, have problem-solving and negotiation skills, and sound judgement.
- Creative thinker.

Duties (including but not limited to)

Buying and Product Development

- Source and purchase merchandise that compliments the Museum's collection.
- Explore new merchandise categories that pertain to Museum's exhibitions.
- Strengthen the selection of items offered in the Museum Shop (in-store and online).
- Develop products specifically for the Museum Shop that complement the Museum's collection; this is established in consultation with Museum Curators to achieve the appropriate research and attention to detail that ensures the integrity of the original works of art from the Museum's collection.
- Consult with appropriate members of the Museum staff when determining items to produce and images to use for product development.
- Point of contact for product development, logo merchandise, copyright, or licensing projects, familiarity with contracts and licensing.

Inventory, Operations, and Budgets

- Maintain schedules for ordering and receiving merchandise to meet the dates of exhibition openings, special events, seasonal changes, and Morse Member events.
- Assist with inventory control (including annual inventory count) and annual inventory value.
- Assist (as needed) in Museum Shop operations.
- Assist with development and management of budget.

Merchandising

- Maintain awareness of current trends in retail and merchandising.
- Communicate with Museum Shop personnel about products and visual presentation.
- Work with photographers to ensure images of Museum Shop products (and of the Museum Shop itself) be of the highest quality and of the appropriate size for the intended medium.
- Coordinate with appropriate members of Museum staff to promote new products, seasonal sales, Museum Store Sunday, etc.