



Job Posting: Buyer/Merchandise Manager

Status: Full-time, Exempt

Salary: DOE

Location: On site, Santa Fe

Join us in shaping the future of the Museum of New Mexico system.

We are looking for a Buyer and Merchandise Manager to join our Retail division. In partnership with the VP of Retail, the Buyer and Merchandise Manager oversees the product assortment for five shops plus an active website. This role also supports the Retail division's merchandising strategy with advanced understanding and optimized use of Teamwork CHQ. The Buyer and Merchandise Manager possesses an understanding of the mission of the Museum of New Mexico Foundation and works toward the implementation of that mission, alongside fostering a positive, team-oriented attitude that is supportive and adaptive to change.

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives. Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

What you'll do

- Manage inventory levels, including determining reorder points, and maintaining inventory levels.
- Purchase and reorder merchandise on a timely basis, adhering to appropriate stock levels for the departments as agreed to in the planning process.
- Maintain a buying calendar.
- Perform database maintenance.
- Build and maintain excellent partnerships with store managers, scheduling monthly store walk-throughs. Partner with store managers on merchandise planning, stock counts, and store displays.
- Role of team leader (along with store managers) in conducting annual physical inventory and follow-up research.
- Maintain appropriate shop appearance, effectively displaying and signing merchandise as per established Museum Shop standards.
- Source new products for the Shops that support core collection stories, special exhibition themes, and other stories and themes that relate to each Museum's mission, exhibits, and collections.
- Product development of MNMF and Museum specific licensed products.
- Provide product information, placement, and signage for new product in advance of arriving in store.

- Attend local art fairs and national trade shows to source new products.
- In conjunction with VP of Retail and webstore administrator, develop additional strategies for improvement of existing website.
- Provide coverage at any museum store to help with customers and make sales as needed.

What you'll bring

- Strong organization and multi-tasking skills
- Ability to complete projects and workflows proficiently and in a timely manner
- Proven ability to represent organizations in a positive and professional manner
- Ability to initiate and follow through on projects independently
- Dependability and reliability
- Must work as a team player within Retail department, museum shops, other Foundation, departments, and the museums

Required qualifications

- 2-4 years prior buying and inventory management experience
- Strong analytical and planning skills
- Familiarity inventory control software, point of sales, Excel, On-line retail, and Shopify
- Knowledge of product sourcing and custom product development
- Must have current New Mexico driver's license or ability to obtain one within first 30 days of hire
- Must have own vehicle for travel to and from retail sites in Santa Fe

Why you should join us

Benefits. 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and \$50,000 of life insurance at no cost to you.

Museum membership. Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

Mission-driven work. Our role and impact in supporting one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

How to apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including "MNMF Buyer" in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.