MUSEUM OF NEW MEXICO FOUNDATION

We're hiring: Warehouse Administrator/Shops IT

Position title: Warehouse Administrator /Shops IT
Classification: Full-time; non-exempt
Location: Santa Fe, New Mexico (on-site)
Salary: $20/hour

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

The Museum of New Mexico Foundation is seeking a highly organized and technology-minded Warehouse Administrator / Shops IT to support the technology, inventory, reporting, and warehouse operations of the Foundation's retail shops.

This position serves as an important connection between the Shops, Warehouse, Buying Office, Accounting, Membership, Foundation staff, museum partners, and outside technology providers. The successful candidate will provide day-to-day technical and systems support for the shops, maintain accurate inventory and transaction data, assist with receiving and fulfillment, prepare reports, and help ensure that retail technology and inventory systems operate effectively.

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

- Provide day-to-day technology and systems support for MNMF Shops and Warehouse operations
- Provide reports to Retail, Membership and Finance departments monthly and/or as requested
- Manage and support retail technology, including iPads, point-of-sale systems, printers, ticketing machines, computers, laptops, and related equipment
- Coordinate with 4Leet, MNMF's outside technology support provider, on hardware, software, connectivity, and troubleshooting needs
- Work closely with One Step Retail Solutions (OSRS) and Teamwork to troubleshoot issues, implement updates, and support system changes
- Maintain shop Wi-Fi and coordinate upgrades or improvements as needed
- Monitor and maintain payment technology and related shop connections
- Assist with the implementation of system upgrades, changes, and new technology
- Team Lead for year end physical inventory for Shops Warehouse and Retail Shops
- General support for Warehouse and Retail Shops

What you'll bring

- Outstanding organizational and planning skills

- Detail-oriented mindset with strong verbal and written communications skills
- Technology-minded and resourceful
- Professional and service-oriented

Required qualifications

- A Bachelor's degree or an equivalent level of experience
- Previous experience supporting retail, wholesale, inventory, or business technology systems
- Proficiency with Windows, Microsoft Office, internet-based applications, and point-of-sale systems
- Ability to troubleshoot problems, think critically, and respond effectively to time-sensitive issues
- Strong organizational skills and exceptional attention to detail.

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 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 "Warehouse Administrator/Shops IT" 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.