

Museum Shop Associate

Job Description

The Oregon Jewish Museum and Center for Holocaust Education (OJMCHE) seeks a Museum Shop Associate. This position is for a professional individual with sales and retail experience to help create a dynamic and engaging experience that reflects OJMCHE's Mission. As the Museum Shop Associate, this person must have the ability to create an environment that activates a customer's desire to buy and increase customer loyalty. This position is part of OJMCHE's collective bargaining unit, ILWU Local 5.

Key Responsibilities

- Select and purchase or design merchandise to be sold in the shop, which meets requirements to be both creatively unique and within shop guidelines
- Promote current museum store retail trends, and develop a merchandise mix that furthers the museum's programs, exhibitions, and Jewish holidays
- Manage relationships with existing vendors while researching new suppliers to keep inventory interesting
- Establish and manage relationships with local artists and enter into consignment agreements with those whose work fits shop guidelines
- Create both short- and long-range goals and strategies for profitable growth
- Receive all merchandise, establish appropriate pricing, and direct all displays within the shop
- Maintain inventory of merchandise on Shopventory/Thrive
- Create reports of sales from Shopventory/Thrive and Square to make data-driven purchasing decisions
- Share sales reports and recommendations suggested by the data analysis with Chief Operating and Advancement Officer
- Collaborate with internal team on Museum Shop marketing ideas and implementation
- Attend staff meetings and other internal and external meetings
- Other occasional duties as assigned

Desired Qualifications

- Minimum of 1 to 2 years' retail experience, preferably in museum gift shop setting.
- Proficiency in Point of Sale and inventory management software; ability to learn and navigate additional platforms as needed
- Excellent customer service skills

Compensation & Benefits

- **Salary:** \$22/hour
- **Schedule:** Wednesday 10am-4:15pm and Thursday – Sunday 10:45am-4:15pm, some flexibility required
- Health benefits, paid time off, and 401k plan

To Apply

Please submit a resume and cover letter to employment@ojmche.org. Applications will be reviewed on a rolling basis.

ABOUT OJMCHE

The Oregon Jewish Museum and Center for Holocaust Education (OJMCHE) was formed through the 2014 merger of the Oregon Jewish Museum (founded 1989) and the Oregon Holocaust Resource Center (founded 1984). We focus on Jewish art, history, and culture, while recognizing the challenge of remaining relevant in a changing and tumultuous world.

OJMCHE is the community repository for the Jewish experience in Oregon and the proud stewards of the Oregon Holocaust Memorial in Portland's Washington Park. We have gallery space dedicated to our four core exhibitions and two additional galleries for our temporary special exhibitions. OJMCHE provides audiences robust public programming, year-round tours for school groups as well as adults of both the museum and the Oregon Holocaust Memorial, teacher professional development training, access to our archives and collections, and a museum shop.

OJMCHE'S COMMITMENT TO DIVERSITY, EQUITY, ACCESSIBILITY & INCLUSION

The Oregon Jewish Museum and Center for Holocaust Education respects, values, and celebrates the unique attributes, characteristics, and perspectives that make each person who they are. We believe that our strength lies in our diversity among the broad range of people we serve. We consider diversity and inclusion a driver of our excellence and seek out diversity of participation, thought, and action. Our goal is for OJMCHE staff, board, members, and partners to reflect and embrace these core values.

OJMCHE is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status, or other differences.