

# PENOBSCOT MARINE MUSEUM

Penobscot Marine Museum seeks a seasonal Sales Coordinator for 40 hours per week, May through October. The Sales Coordinator is primarily responsible for overseeing the Museum Store, online sales, and wholesale products. Duties include but are not limited to the following:

- Serve as the primary front-line staff person in the seasonal Museum Store.
  - Greet and orient Museum visitors.
  - Promote the sale of admission tickets, Museum memberships, and store merchandise.
  - Promote the sale of custom print orders; assist customers with the ordering process.
  - Operate point of sale and cash register and tally daily sales.
  - Answer phones and direct calls.
  - Attend daily front-line staff meetings.
  - Assist in maintaining a safe and welcoming museum campus.
  
- Oversee Museum Store staffing.
  - Assist in seasonal hiring of Museum Store staff.
  - Train, schedule, and supervise Museum Store staff.
  - Arrange for substitutes when Museum Store staff are unavailable.
  
- Oversee Museum Store operations.
  - Participate in Store budget development, recommend merchandise, and assist with merchandise ordering.
  - Set up Museum Store prior to season opening, break down Store at the close of the season, and conduct annual inventory.
  - Maintain point of sale system for item listings, proper inventory counts, promotions, and discounts.
  - Track store inventory and recommend additions and/or reorders.
  - Oversee store displays and straighten and refill merchandise.
  - Create rotating window displays to beautify Main Street, attract visitors, and showcase merchandise.
  - Keep store displays clean and dust-free.
  - Clean Museum Store restroom and empty trash daily.
  
- Oversee Online Museum Store operations.
  - Maintain Online Museum Store content, descriptions, and inventory.
  - Process online orders, communicate with customers, and prepare items for shipping.
  - Work with the Photo Archives staff to facilitate the production of print orders.
  
- Provide support for seasonal shows and expos.

- Work with the External Relations Director and Education Director to identify shows and expos to promote the Museum and sell merchandise.
- Prepare merchandise and point of sale system for travel to shows and expos.
- Participate in staffing shows and expos.
- As time permits, promote and coordinate wholesale sales of PMM products and merchandise.
  - Identify wholesale markets for existing PMM products and merchandise, such as maps, photo prints, and postcards.
  - Facilitate wholesale invoicing, delivery, and ongoing inventory management.

### Qualifications

The ideal candidate will possess:

- sales experience.
- retail experience.
- strong organizational skills.
- excellent communication skills.
- outstanding customer service and phone etiquette.
- ability to be flexible in assignments.
- attention to detail.
- the ability to solve problems independently.
- the ability to work in a fast-paced team environment and manage several tasks simultaneously.
- reliability and professional appearance.
- proficiency in Microsoft Office Suite.

### Compensation

\$15 per hour.

To apply, email cover letter, resume and three references to Michelle Pierce, Finance and Operations Manager, at [mpierce@pmm-maine.org](mailto:mpierce@pmm-maine.org). Please be sure to indicate which position you are applying for. Applications will be reviewed beginning February 14.