



The Sailing Museum
Museum Store Manager
Full Time Exempt/Permanent

The Sailing Museum:

- Preserves an historic building and site steeped in sailing history
- Celebrates the heritage of the sport and honors those who have shaped it over time by showcasing the National Sailing Hall of Fame and the America's Cup Hall of Fame
- Supports area educators through on-site, hands-on STEAM learning experiences
- Provides a first-rate tourist attraction that adds value to the Newport landscape
- Builds community through cross-generational partnerships, work, and volunteer opportunities
- Supports peer organizations in a common goal to grow sailing

The Museum Store Manager will be responsible for all museum retail buying and merchandising as well as training and scheduling retail/ticketing personnel. The perfect candidate will have great interpersonal skills, a love of customer service, ability to analyze data to power product purchasing and proven ability to show dynamic leadership to hire, train and motivate staff. A demonstrated understanding and excitement for The Sailing Museum's mission is key. Must have a keen eye for merchandise that will sell well in the Newport market while maintaining a consistent nautical theme that aligns with the museum mission.

Responsibilities:

- Manage all aspects of the museum store operations, purchasing, merchandising and online sales activity
- Learn and master the point of sale and CRM systems
- Hire, Train and manage staff supporting museum store
- Other tasks as needed

Experience & Education:

- Bachelor's degree
- 5+ years of retail management and point of sale/CRM experience
- Strong retail sales background with inventory purchasing and merchandising skills
- Strong organizational abilities, including prioritizing attention to detail, store aesthetic, planning and budgetary management
- Implement best practices for retail and staff management
- Proven record of effective budget and scheduling management experience
- Ability to work flexible hours, including weekends and holidays

This is a full-time position that offers a competitive nonprofit salary and benefit package commensurate with experience.

Applications:

Email cover letter and resume to jobs@thesailingmuseum.org please attach pdfs of your cover letter and resume, titled with the position and your last name, email subject with Museum Store Manager. No phone calls, please. The Sailing Museum requires employees to become fully vaccinated for Covid-19 and new employees must provide proof of at least their first shot prior to the first day of employment. Individuals may seek a medical or religious exemption to the vaccination requirement. Physical demands typically associated with the position include but are not limited to, light work, lifting, reaching, organizing, and moving inventory.

The Sailing Museum is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment.

Background of Organization:

The Sailing Museum & The National Sailing Hall of Fame, is a Rhode Island nonprofit organization. Founded in 2004 in Annapolis, MD, it is dedicated to preserving the history of sailing and its impact on American culture; honoring those who have made outstanding contributions to the sport; demonstrating its value as a hands-on tool for scholastic and life skills learning; and inspiring and encouraging sailing development and participation. Through an annual induction to the Hall of Fame, the organization recognizes the outstanding achievements of US sailors in three categories; sailing, technical and contributor; and leverages these achievements to inspire new generations of sailors. In March of 2019, the organization purchased a property in Newport, RI to create a museum and venue for on-site learning and to build a sustainable enterprise – longstanding visions for the organization. And in May 2022 The Sailing Museum opened. Here sailing heritage is celebrated, its legends honored, and a new generation of sailors and innovators cultivated.