

# Georgia O’Keeffe Museum

**Position Title:** Retail Services Assistant Manager  
**Department:** Retail  
**Location:** Santa Fe, NM  
**Pay Range:** \$24.00 /HR  
**Hours:** Full-Time, Non-exempt

## **Position Summary**

The Retail Services Assistant Manager serves as the floor manager for the Retail Services team for the O’Keeffe Museum’s Santa Fe location, and provides support for the Abiquiu retail team, as well as serving as the main point person for the merchandising and display at both locations. This position is central to the visitor retail experience at the O’Keeffe Museum.

## **Responsibilities include but not limited to**

- Responsible for scheduling and floor management of all RSAs in Santa Fe and Abiquiu locations, including coordinating breaks and responding to callouts.
- Acts as primary point person for merchandising and display of Santa Fe and Abiquiu stores, including working with the O’Keeffe’s Communications team on in-store signage.
- Acts as primary point person for addressing in-store customer service issues in Santa Fe, as well as occasionally helping with customer service via email or phone.
- Supports the Retail Service Associates in making quick decisions so visitors have a quality experience in the retail stores.
- Oversees daily opening and closing procedures for Santa Fe stores, balancing daily receipts, and keeping daily sales record, maintains retail bank in safe.
- Assists with training and growth of RSAs in all locations.
- Manages inventory backstock in the Santa Fe museum building. Restocks as needed and cleans/organizes to maintain store appearance and visual merchandising layout.
- Creates and sends Coordinator and Shipping and Receiving team daily product orders for the stores in Santa Fe.
- Performs additional duties, either incidental or implied, consistent with the employee’s background or training which may be reasonably delegated as being in the best interest of the Museum.

## **Skills and Abilities**

- At least 4+ years’ experience working as a retail assistant manager or in other lead position
- At least 4+ years’ experience working with a full-featured POS and inventory system such as Counterpoint or TAM
- Knowledge of retail management best practices, including modern merchandising and display techniques
- Outstanding communication and interpersonal skills
- Excellent organization and leadership skills

- Able to handle multiple priorities
- Ability to work creatively and collaboratively in a team-based environment

### **Benefits**

This position is eligible for our full benefits package including medical, dental, vision, Life Insurance and Short/Long Term Disability, 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, PTO, Paid Holidays and much more!

**To be considered, please send your resume to:**

**[Jobs@okeeffemuseum.org](mailto:Jobs@okeeffemuseum.org)**

*The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.*

Applicants must be authorized to work in the US for any employer, without needing sponsorship.