



Cascadia Art Museum

Art of the Northwest 1870-1970

Museum Store Manager

Founded in 2015, Cascadia Art Museum is an educational nonprofit organization that celebrates the rich tradition of Northwest visual arts and design from 1870-1970. The museum provides enriching experiences for the community and visitors alike through original exhibitions, public programs, publications, and educational outreach.

Position Summary

The Store Manager is a public-facing member of the Cascadia Art Museum team and is responsible for creating an excellent experience for Museum Store customers and visitors entering the museum. As the Manager, you will actively engage with Cascadia Art Museum volunteers and work in conjunction with the leadership team to oversee all aspects of the museum store. Store Manager reports to the Executive Director and works closely with the Director of Operations, museum store buyer and volunteers.

Responsibilities

- Utilize all Museum Store programs including point of sale, membership database, and online inventory interfaces.
- Oversee daily operations of the Museum Store and conduct payment reconciliation reports.
- Manage new inventory data entry and work with volunteers to conduct regular inventory audits.
- Working with the Director of Operations, maintain the volunteer schedule.
- Maintain a social media and marketing presence for the store and store events.
- Other duties as assigned

Qualifications

- Excellent customer service and interpersonal communication skills
- Detail oriented and able to multitask
- Experience with point-of-sale software (Shopify preferred)
- Demonstrated ability to manage projects through to completion
- Dependability, punctuality, and ability to work well with teams
- Must be at least 18 years of age
- At times person will need to lift and carry items up to 30 pounds.

Hours & Location

Employment Type: Part-time, non-exempt. Wednesday through Sunday. 11:00 am to 5:00 pm.

Location: Edmonds, WA