

# THE ROBERT BATEMAN CENTRE



## **POSITION: RETAIL MANAGER, THE ROBERT BATEMAN GALLERY SHOP**

### **ORGANIZATIONAL OVERVIEW**

The Bateman Foundation is a national public charity formed to conserve and interpret the largest and most representative body of Robert Bateman's work in the world. With Robert Bateman as our guide, we connect people to the magic of nature through art.

The Robert Bateman Centre showcases more than 100 works by Robert Bateman, spanning his seven decades as one of Canada's premier artists. Located in Victoria's dynamic downtown inner harbour the Centre houses a gallery and a shop, and hosts a rotation of exhibits and a full schedule of educational and public programming.

We Believe:

- Nature is magic
- All people have the right to access nature
- Exposure to nature is essential for our health
- Every child should have the right to unstructured play in nature
- Nature is an infinite source of reason, imagination, and invention

### **POSITION OVERVIEW**

Reporting to the Managing Director, the Retail Manager is accountable for the effective operation and financial performance of the Robert Bateman Gallery Shop. The Retail Manager creates strategies to support sales growth and maximize profitability, delivers tools to enhance the customer and visitor experience, and motivates sales staff to exceed targets.

### **PRIMARY RESPONSIBILITIES**

- Be a sales leader
- Develop and implement a comprehensive sales strategy
- Inventory buying and management - ensure visual merchandising standards and efficient merchandise management with presentation based on product sales performance
- Analyze and report on sales against established targets
- Develop Robert Bateman Centre products

### **GENERAL RESPONSIBILITIES**

- Create, improve, and maintain shop operations policies, processes and procedures
- Provide supervision, training, information sharing, and coaching of shop staff and volunteers
- Contribute to the growth of the volunteer program in support of shop operations
- Support in hiring, training, supervising and motivating staff
- Ensure the physical maintenance of the shop, the protection of merchandise, and a safe working environment for gallery staff
- Contribute web and social media content related to shop activities
- Represent the shop within the community and contributes to growing the profile of the Robert Bateman Centre and achieving fundraising targets

**DESIRED QUALIFICATIONS AND LEADERSHIP QUALITIES**

- A minimum of three years of retail experience with direct accountability for achieving sales and service targets
- Experience in shop display and product merchandising with decision making based on sales analytics
- Experience in product development and purchasing
- A self-starter with a proven ability to identify issues, evaluate options, make recommendations, and implement solutions
- Well developed organizational skills with a demonstrated ability to work both independently and within a team environment
- Excellent communications skills, interpersonal skills, and a high level of professionalism
- Strong attention to detail and accuracy
- Creative, enthusiastic, and results-driven

**COMPENSATION AND BENEFITS**

- The incumbent will maintain full time hours of 37.5 hrs/week and have the ability to work weekends.
- The annual starting salary for this position is \$35,000 – 38,000, and a bonus may be available based on exceeding growth expectations
- A health benefits is offered which includes medical, dental and vision plans

Interested candidates may send their cover letter and resume to [aimee.ippersiel@batemanfoundation.org](mailto:aimee.ippersiel@batemanfoundation.org) by August 8, 2015 at 5:00 PM.