

WHITNEY PLANTATION



The Whitney Institute Gift Shop Buyer

About Whitney Plantation

Whitney Plantation (The Whitney Institute) is the only plantation museum in Louisiana with an exclusive interpretive focus on slavery. The museum is a 501(c)3 with a mission to educate the public about the history and legacies of slavery in the United States. Located on the site of a former sugar, rice and indigo plantation in St. John the Baptist Parish, Whitney Plantation maintains 16 original buildings that form the core of the Whitney Plantation Historic District. Through memorials, artwork, exhibits and tours, Whitney Plantation helps the public understand the present day by educating them about the past.

About the Gift Shop

The Whitney Plantation gift shop supports the mission of Whitney Plantation Museum by providing a source of revenue to support programming, education and operational expenses. Whitney Plantation is committed to sourcing unique, ethical products that reflect the organization's mission to educate the public about the history and legacies of slavery in the United States. Products sold in the gift shop are all made in the United States or certified Fair Trade. The gift shop has a buying preference for products made with union labor and for companies that support charitable giving. Additionally, the gift shop sells products made by local, Black-owned businesses. The gift shop has a large collections of academic and popular press books for children and adults that focus on African-American history and culture.

About the Position

The Gift Shop Buyer is a full-time exempt (salaried) position within the museum's operations department. The buyer reports to the Director of Operations.

The gift shop buyer is responsible for purchasing, receiving, processing and merchandising all items in the museum store. The museum store is a core part of the organization's operations, accounting for approximately 1/3 of all earned revenue. In addition to the brick-and-mortar store, the gift shop buyer fulfills sales made through the online gift store.

Duties of the position include:

Purchasing

- Maintain appropriate levels of inventory for all items in the shop, according to historical sales data

- Purchase items using purchase orders generated through the POS system as well as online through wholesalers' websites
- Make decisions about new items to bring into the shop, strictly adhering to the museum shop's mission
- Keep up to date about new books being released about topics that intersect with the museum's mission
- Adhere to the budget set forth at the beginning of the fiscal year for all cost of goods sold purchases
- Purchase supplies for the shop including bags, boxes, tissue paper, price tags and shipping supplies
- Where appropriate, seek out new vendors for the shop that align with the shop's mission

Receiving, Processing & Inventory

- Check in all ordered items; communicate with vendors
- Understand all operations of the POS system (Lightspeed) for both back of house and front of house
- Update inventory in the museum's POS system
- Stock items in the shop and in the store room
- Print price tags and tag items for sale as necessary
- Make sure that the cashiers have information needed to sell items appropriately, including accurate ISBN/UPC codes and working touchscreen buttons
- Check online orders daily; ship items to customers
- Perform regular checks of high-volume sales items for inventory accuracy; ensure item counts are accurate in the POS system
- Perform once-annual full-store count at the end of the fiscal year

Merchandising

- Arrange items for sale in the gift shop and stock as necessary
- Make sure cashiers know where items go so they can stock in down times
- Make sure signage is accurate and up to date

Financial

- Maintain records of all purchases and expenditures for a period of three years
- Submit records of expenses in a timely manner
- Make sure that invoices for NET-30 accounts are submitted to the ED for payment in a timely manner
- Keep track of expenditures, making sure to keep within limits set by the yearly budget

Qualifications

- Previous experience with purchasing for a retail store is required; candidates with no prior purchasing experience will not be considered for this role.
- 3-5 years' experience in customer service or retail
- BA preferred
- Knowledge of windows computer operations and point of sale software
- Solid organizational and communication skills

Compensation and Benefits

\$45,000 annual starting salary

401k with employer contributions
Health, dental and vision insurance
Short term disability insurance
Life insurance
Generous vacation and sick leave
Paid holidays

To Apply:

Send a resume and cover letter addressed to Ashley Rogers, Executive Director, to vpasquantonio@whitneyplantation.org