



Position Announcement: Museum Shop Coordinator

Belle Grove Plantation, a historic house museum in Middletown, Virginia, seeks Museum Shop Coordinator. Belle Grove is one of the 27 historic properties of the National Trust for Historic Preservation and is a non-profit partner in the Cedar Creek Belle Grove National Historical Park.

Belle Grove currently employs four full-time and three permanent part-time staff as well as a contract bookkeeper and an information technology consultant. More than fifty volunteers provide key support for tours, visitor services, events, office tasks and maintenance functions. More information about Belle Grove Plantation may be found at www.bellegrove.org.

The Museum Shop Coordinator is an integral member of the museum's small staff and works full-time, Wednesday-Sunday from 9 a.m. to 5 p.m. from mid-March to December and Monday-Friday from January to mid-March. The Coordinator may need to work on occasional evenings. Duties include:

- Retail buying and merchandising;
- Managing the computerized inventory control and point of sale systems and training other staff and volunteers on these systems as needed;
- On Saturdays and Sundays, serving as "staff in charge" and being the primary point of contact for volunteers, docents, and the public;
- Serving as the point of contact for Belle Grove's membership in the Top of Virginia Artisan Trail and cultivating relationships with area artisans, artists, and farms;
- Assisting with special events and group tours that may involve the Museum Shop;
- Overseeing advertising, promotional materials, and social media regarding the Museum Shop.

Candidates must have exceptional time management, organizational and written and interpersonal communication skills. Experience with customer service, using Microsoft Office programs, and learning new computer applications are also required. The successful candidate should have an outgoing personality and enjoy working with people and in a busy environment. A Bachelor's Degree in a relevant discipline (history, museum studies, business or museum administration, art, or hospitality) as well is a plus.

Annual salary will be in the low \$30,000s and includes a competitive benefits package. The position will begin in February 2018. Belle Grove does not pay relocation expenses.

Only electronic applications will be accepted. Applicants should submit a cover letter, addressing the required qualifications and a current resume to Kristen Laise, Executive Director, klaise@bellegrove.org. Applications will be considered as they are received but the final application deadline is Wednesday, January 24, 2018. No phone calls or in-person visits please.

Belle Grove Inc. is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, sexual orientation, veteran status, or disability.