

INSTITUTE OF JAMAICA

Applications are invited to fill the following temporary position post at the National Gallery of Jamaica, a division of the Institute of Jamaica:

Gift Shop Manager (GMG/AM 3)

Job Summary

To manage the daily operations of the Gift Shop at the National Gallery of Jamaica (NGJ), and ensure profitability and accountability, through enterprise, inventory and expense control.

Employment Period

January 13, 2025 to April 7, 2025

Required Skills/Competencies

- Extensive knowledge of copyright laws
- Knowledge of procurement regulations
- Knowledge of Microsoft Office & Peachtree Accounting Software
- Must be familiar with museums and museum gift shops

Essential Duties/Responsibilities

- Prepares requisition for inventory
- Prepares bi-monthly, quarterly status and annual reports on the activities of the Gift Shop
- Identifies potential artworks for merchandise and draft contracts for copyright and royalties
- Prepares strategic marketing/business plan and project proposals for the Gift Shop for daily operations and for project management related to product development
- Conducts market surveys and other types of assessment
- Ensures the attractive layout of the National Gallery of Jamaica Gift Shop
- Ensures the proper maintenance of the Gift Shop's sales and inventory records
- Manage consignment of Gift Shop merchandise
- Supervises the day to day operations of the Gift Shop

Special Conditions Associated with the Job

- Work every other Saturday (day off every other Monday)
- Work on the Sunday's and special Exhibition's opening when necessary

Minimum Qualification/Experience

- Bachelor's degree in Management Studies or Business Administration majoring in Accounting or Marketing.
- Two (2) years' experience in retail management

Salary Scale:

\$2,190,302.00 p.a. to \$2,945,712.00 p.a.

Applications should be submitted no later than **Friday, December 27, 2024** to:

**THE DIRECTOR
HUMAN RESOURCE DEVELOPMENT AND MANAGEMENT
INSTITUTE OF JAMAICA
10-16 EAST STREET
KINGSTON**

Email: personnel@instituteofjamaica.org.jm