BOOKSTORE/MUSEUM GIFT SHOP MANAGER

I. DEFINITION

BOOKSTORE/MUSEUM GIFT SHOP MANAGER

This is professional work related to the management of a bookstore or museum gift shop. Positions allocated to this title definition: (1) oversee the entire operation of a museum gift shop, (2) oversee the operation of a specific department of a university bookstore, or (3) function as the assistant director of the University of Wisconsin-Milwaukee bookstore. Duties and responsibilities include, but are not limited to: procuring merchandise; pricing, merchandising, and directing the financial operation of the assigned area; developing the correct product mix; monitoring budgets and inventories; procuring new and used course books and all categories of general books; developing gift catalogs; advising faculty on bookstore services; establishing sales outlets, such as the Wisconsin State Fair; implementing polices and procedures for utilizing computerized inventory systems; and representing the bookstore or museum gift shop at meetings. Positions may supervise permanent, full-time staff, and/or direct the work of students and other limited-term employees, and/or volunteers. Work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

Bookstore/Museum Gift Shop Assistant Manager