

**Museum of  
Literature  
Ireland**

**Músaem  
Litríochta na  
hÉireann**

Newman House,  
St Stephen's Green,  
Dublin 2, Ireland  
+ 353 (0)1 477 9811



## **Retail Manager - Museum of Literature Ireland**

**Pay rate** €30,000 per annum, pro rata

**Contract Hours** Negotiable

**Employer and Location** Newman House Literary Centre CLG,  
UCD Newman House, 86 St Stephens Green, Dublin 2, Ireland

**Reports to** Head of Operations

**CV and cover letter to** [careers@moli.ie](mailto:careers@moli.ie)

**Application deadline** 9am, Monday, 24 June 2019

**Interviews** Week commencing Monday, 24 June 2019

**Start Date** 8 July 2019 or as soon as possible

### **About the Museum of Literature Ireland**

A partnership between UCD and the National Library of Ireland, the Museum of Literature Ireland (MoLI) is a new landmark cultural institution in the heart of Ireland's capital city. Picturesquely located on the south side of St Stephen's Green, the museum draws inspiration from the work of Ireland's most famous writer James Joyce, as well as celebrating our internationally-renowned literary culture and heritage, inspiring the next generation to create, read and write.

Immersive multimedia and interactive exhibitions on James Joyce and other influential Irish writers, lecture and performance spaces, temporary exhibitions, house and garden tours, a bookshop and garden-level café are set in the spectacular architectural heritage of UCD's Newman House and its beautiful green surroundings. These public facilities are seamlessly integrated into a stunning suite of refurbished seminar and reception rooms available for small group conferences, meetings and board events, making the museum a truly unique and highly attractive proposition for international visitors and locals alike.



## About the Role

We are seeking an experienced retail professional to lead the development of MoLI's retail offer. Working as part of a small team, the Retail Manager will develop relationships with suppliers, manage stock control, oversee visual merchandising, ensure the smooth operation of the retail store and work to establish the MoLI shop as a destination retail space with a broad appeal beyond MoLI's visitors. Involving a time-sensitive pre-opening period of up to three months, this will be a demanding hands-on role in an exciting start-up environment.

## Job Description

### Buying and Merchandising

- Develop a strategy for buying which provides a range for MoLI's retail offer, complimenting the museum's exhibitions and programming whilst meeting profit margins and open to buy limits
- Be responsible for sourcing and buying merchandise for retail, liaising with suppliers to ensure appropriate contractual arrangements are followed and regular reviews of supplier contracts are undertaken
- Forecast and manage stock requirements
- Ensure accurate weekly stock replenishment with suppliers
- Be responsible for visual merchandising within the retail space
- Support the fit-out of the museum's retail shop, creatively contributing to the look and feel of the space
- Develop MoLI's own range of museum-branded merchandise, preferably working in partnership with local suppliers to create attractive products



## Store Management & Reporting

- Manage stock accurately and ensure minimum stock loss. Maintain effective stock controls, with a view to the physical safeguarding and accurate recording of stock held by the museum
- Be responsible for all regular stock-takes with cyclical counts as required, and report the results to the Head of Operations
- Develop and implement operational procedures for the MoLI retail shop, ensuring that these are adhered to by all staff
- Be responsible for pricing and promotion of retail items
- Work with the Head of Operations to implement regular reporting of retail sales
- Attend weekly Operations Meetings, represent and advocate for the retail sphere in strategic planning
- Work with the Head of Operations to procure and install a suitable EPOS system for the retail space
- Work with the Visitor Experience Manager to develop a staffing plan for the retail space, ensuring adequate cover at all times
- Contribute to the induction and ongoing training of Visitor Experience Assistants in product knowledge, stock management, customer service, visual merchandising and the EPOS system



## Knowledge and Experience

### Essential

- Strong commercial experience in a retail background
- Previous experience as a buyer/merchandiser
- Strong visual literacy, a clear eye for detail and presentation to create a product range of the highest possible standard for retail
- Innovative, imaginative, creative and self-motivated
- A demonstrable interest in Irish design and craft
- Excellent verbal and written communication skills
- An ability to work to tight targets and deadlines
- Strong organisational skills, motivated, able to prioritise and work to deadlines.
- A self-starting collaborative mindset, working both in a team and on your own initiative
- Experience of working with point-of-sale or box office systems

### Desirable

- Experience of leading a team
- A background or interest in Irish Literature
- First Aid trained and experience of undertaking duty First Aider role
- Second/further language skills