

Honolulu Museum of Art

Job Description

Job Title:	Shipping/Receiving Clerk
Department:	Museum Shop
Supervisor:	Museum Shop Manager
Employment Status:	Part-Time
FLSA Status:	Non-Exempt
Work Hours:	Sunday 1:00-5:00, Monday-Sat 10-4:30 shifts
Issue/Reissue Date:	9/15/2015

The Honolulu Museum of Art (HMA) is an equal opportunity employer committed to recruiting and retaining a diverse, qualified workforce. The Museum strives to maintain a staff that works together to maintain its mission:

To bring together great art and people to create a more harmonious, adaptable and enjoyable society in Hawai'i.

Our Vision: To be a world-class institution with great collections of art and leading education programs. We will reflect changes that are happening in Hawaii, Asia and the world.

Conceived as an institution that would make Hawai'i an even better place to live, the Honolulu Museum of Art (HMA) is committed to showcasing the highest quality art from around the world for the benefit of residents and visitors. Art and Education are central to the museum's mission, with 299,000 people visiting each year and 36,900 students participating in school programs both at the museum and throughout the community. The museum's art collection has grown into one of the most extensive in the United States, with a special emphasis on works of art that reflect the diverse communities that call Hawai'i home.

Job Summary:

Under the general direction of the Shop manager, this position is directly responsible for managing incoming and outgoing shipments of merchandise, including POS data entry and data base maintenance. This position has the primary responsibility for maintaining the POS database, wholesale division and website for the Museum's Beretania and Spalding House locations. The candidate must understand the need for accuracy, have an attention detail and customer service. The nature of this work requires the candidate to have strong communication skills, flexibility and an entrepreneurial disposition.

Minimum Qualifications:

- Basic retail knowledge: POS experience, inventory control and merchandising.
- Must be comfortable with computers, proficient in typing, working knowledge of Mac/PC, database system, internet and website, spreadsheets, credit card machine and other standard office equipment.
- Detail oriented. Understands the need for accuracy and consistency. Recognizes that maintaining accurate data is paramount to the overall effectiveness and success of the Shop.
- Ability to travel between two museum locations.
- Excellent communication skills and understanding of excellent service skills and the ability to assist and communicate with a diverse group of people.
- Self-motivated, and detail oriented individual with an ability to multi-task.
- Fosters and environment of respect, teamwork and professionalism to ensure maximum results.
- Ability to work evenings, weekends, and holidays as required.

Desired Qualifications:

- 1-2 years shipping and receiving experience in a retail environment.
- Understanding of Honolulu Museum of Art's established identity and dedication to maintaining it.

Essential Duties:

- Performs data entry for incoming merchandising, including receiving and barcoding.
- Assist Buyers with their work as necessary
- Performs inventory trouble shooting, reconciliation and POS database housekeeping.
- Packs and ships retail orders (shop sales and website sales) Tracks and processes payment for purchase.
- Opens and distributes incoming mail.
- Processes returns to vendors, resolves damages and adjustments
- Responsible for Museum Shop website, creating, editing and uploading images and item descriptions.
- Organizes and maintains orders and supplies.
- General housekeeping of the stockroom.
- Inventory maintenance: unpacking merchandise, pricing, restocking and organizing displays.
- Keeps aware of all new product, key items and top sellers.
- Aware of museum activities at all locations.
- Occasional coverage on floor, assist with museum events as needed.
- Flexible attitude and sense of humor a must.
- Directly work with the volunteers.
- Additional duties as assigned.

Traits and characteristics:

The successful candidate should demonstrate an ability to initiate and sustain momentum without close supervision. Exhibiting a polished presence, diplomacy, discretion and a deep respect and understanding of the museum and its brand.

Working Conditions and Atmosphere:

The Shop Shipping/Receiving Clerk works within the hours of the museum. Works in the shop and office environment and basement. Ability to push, pull and lift up to 40 lbs. Ability to carry 25lbs and must be willing to move merchandise boxes. Due to the nature of the some museum events, evening and weekend work is required. This position works with minimum supervision. Due to the nature of the responsibilities, evening and weekend work is sometimes required, and at times may be on an emergency basis.

Department Approval

Date

Employee Signature

Date

Human Resources

Date

The statements contained herein describe the scope of the responsibilities and essential functions of this position, but should not be considered to be an all-inclusive listing of work duties and requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Honolulu Museum of Art is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.