**Title:** Shops Website Specialist

**Department:** Retail Stores

**Status:** Non-Exempt, Part Time, hourly.

**Supervisor:** Retail Manager

**Position Description:** This position will oversee and maintain the Museum Shops website. Candidate must possess experience and skills in web content management, web drafting and photography to improve the quality and design of content on our shops e-commerce website so as to increase revenue and sales. In addition to managing the site content, this person should also work effectively within a cross-departmental team.

**Major Tasks and Responsibilities:**

* Oversees all aspects of the Museum Shops' website, including producing and regularly updating content on the website (e.g. landing pages, product pages, homepage, etc.)
* Facilitates photographic content for the Online Store as well as retail operations
* Conducts cataloging and Photoshop enhancing of all products to be sold through the e-commerce site as well as maintaining inventory records
* Helps to build MNA brand awareness and maximizes e-commerce sales
* Assists Retail Manager in certain aspects of retail operations, including inventory management.
* Acts as an enthusiastic advocate and personal representative for the Museum in the community by promoting its resources, programs and services
* Other duties as assigned.

**Education and Experience Requirements:**

* Two years experience working in an e-commerce capacity or similar field.
* Adobe Photoshop experience a must
* Ability to merchandise and to create visually appealing content
* Coursework or experience in fine arts, photography, design.

**Abilities, Skill, and Knowledge:**

* Ability to work weekends (as scheduled).
* Trustworthiness, and ability to maintain confidentiality in all professional matters.
* Ability to communicate, both orally and in writing, with staff, customers and visitors
* Ability to prioritize tasks and meet deadlines in a fast-paced environment.
* Experience and comfort in working in a team environment
* Strong attention to detail and the ability to work under tight deadlines.
* Visual acuity and ability to work at a computer for extended periods of time.
* Must be able to stoop, sit or stand for extended periods of time. Must be able to lift 30 pounds and to pack and unpack fragile items.

**Working Conditions-** Generally works indoors Monday through Friday, 16 hours per week. Occasional weekend and evening work.

**To Apply:**

Please submit a cover letter and resume to [employment@musnaz.org](mailto:employment@musnaz.org). Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.