

## **RETAIL and DEVELOPMENT MANAGER**

### **The Glucksman, University College Cork**

The Glucksman invites applications for the full-time contract post of **Retail and Development Manager** to join its team.

#### **Job Outline**

This sales-focused role is dedicated to income generation activities in the museum and the overall visitor experience within the organisation. The Retail and Development Manager will also provide support to the senior team in relation to fundraising and wider development goals.

#### **The Retail and Development Manager will :**

- Manage and grow the Glucksman shop
- Maximise revenue from gallery hire
- Co-ordinate and develop the annual Craft + Design Fair
- Supervise front-of-house staff, gallery interns and implement a volunteer programme for the Glucksman.
- Manage online sales and the digital platform for gallery membership and shop merchandise
- Manage and oversee gallery hire and fundraising events
- Oversee and implement Glucksman communications strategy

A detailed job description is available on request.

#### **Essential qualities:**

- Proven experience in a customer-facing management role in the retail sector
- Ability to sell and to grow sales of creative and arts-related products and experiences
- Excellent communication skills, written and oral
- Excellent interpersonal skills with a proven customer and sales focus
- High level of IT competence and social media skills
- Ability to work independently and as part of a team
- Passion for the arts

5 year fixed term contract. Salary EUR 25000 – EUR 30000

Candidates should apply with a CV and covering letter to Damian Jones at [djones@ucc.ie](mailto:djones@ucc.ie) or post to Damian Jones, Lewis Glucksman Gallery, University College Cork. Detailed job descriptions are available upon request.

Deadline for receipt of applications is **Thursday 15 February 2018**

Interviews for the position will take place on 22 February 2018 at the Glucksman