

---

<b>Title of Position *</b>	Retail Manager
<b>Institution *</b>	Ocean Star Offshore Rig Museum
<b>Position Location: City &amp; State *</b>	Galveston, TX
<b>Position Closing Date</b>	

---

### **About the Institution**

In 1989 the idea for a museum to chronicle the offshore oil and gas industry was born. The Offshore Energy Center (OEC) grew out of this idea. The Ocean Star mobile jack-up drilling rig was located in a shipyard where it had been retired after a 20-year career of drilling wells in the Gulf of Mexico, and was acquired by the OEC in 1994. Following a total refurbishment and rebuild, the Ocean Star was moved to Pier 21 in Galveston and jacked into place for its new assignment as a museum. The Ocean Star Offshore Drilling Rig and Museum is dedicated to educating the public about the offshore industry. The Ocean Star gives visitors the unique opportunity to learn about the entire scope of offshore operations by stepping aboard a retired rig that was an actual part of the industry's history.

---

<b>Institution Website Address</b>	<a href="http://www.OceanStarOEC.com">http://www.OceanStarOEC.com</a>
------------------------------------	---

---

### **Summary of Responsibilities**

This staff member is responsible for overseeing the gift shop operations of the Ocean Star, Offshore Drilling Rig & Museum and supervises all aspects of the retail operations including the selection, ordering, purchasing, developing, tracking and selling of retail merchandise for the non-profit organization. Considered an administrative position, the retail manager works with the Operations Manager, Site Manager and Museum Director to ensure the gift shop supports the mission statement as proclaimed by the Offshore Energy Center and its governing board of directors.

- Supervises overall appearance of museum shop including display arrangement and placement to attract business and maximize sales. Ensures that current and accurate signage correlates items to museum exhibits where possible.
- Responsible for attending retail markets and interacting with vendors to choose and purchase items for sale in the gift shop and maintaining files on all associated information.
- Attends events as OEC representative as necessary, including professional conferences and retail buying markets. Design advertisements for internal newsletter and promotional use.
- Develops custom products with Ocean Star image and logo for retail sale.
- Facilitates the ordering of merchandise and receiving of packages, preparing items for individual sale, labeling & pricing as well as storing extra stock. This includes the preparation of purchase orders with all information needed for the assistant manager to receive and price the merchandise and then following up afterwards to ensure that it has been done correctly.
- Oversees the accuracy of item programming in the cash register for PLU information and pricing as well as tracking daily sales for inventory purposes and sales projections.
- Responsible for maintaining the gift shop portion of the Ocean Star's website providing photos and text for adding new items, keeping all information up to date and managing all aspects of Pay Pal, phone and email orders including packaging and shipping as well as processing payment.
- Responsible for maintaining the Ocean Star's Pay Pal account; recording sales and preparing documentation for the transfer of funds into the bank account as well as providing the proper coding information to the OEC's accounting department.
- Tracks payables and prepares payment requests for areas of specific responsibility. Works closely with OEC accounting department to track and maintain budget for gift shop operations and ensures that all gift shop expenses are tracked accurately and within budget.
- Works with museum director and the OEC accounting department to compare monthly statements for accurate

income and expense reporting along with quarterly board reports.

---Provides & purchases merchandise for the OEC's fund raising events and educational programs as needed.

---Responsible for overseeing a complete physical inventory at least twice yearly.

---Maintain records for inventory write off, damaged stock, and discounted sales.

--- Works with Operations Manager to provide material for training of front line employees.

---

### **Required Qualifications**

Strong organizational and bookkeeping skills as well as attention to detail are required. Knowledge of Quick Books and Excel spreadsheets is necessary. Must be able to prioritize goals and work on long-term projects unsupervised as well as provide the personal touches to increase customer service. This staff member should be able to recognize sales trends and develop new and creative ways to maximize retail sales, as well as possess the creativity to continually locate and develop unique stock items. This staff member will work with the operations manager to ensure that other hourly staff understand the expectations of the retail operations and possess the knowledge to accurately handle sales transactions and merchandise.

---

### **Compensation**

Part-time, hourly with a 24-30 hour work week provided, flexibility and willingness to work as needed during special circumstances expected.  
\$18.00 - \$22.00 per hour.

---

### **Apply at this Website:**

---

### **Apply with this email:**

[osmuseum@OceanStarOEC.com](mailto:osmuseum@OceanStarOEC.com)

---

### **Special Instructions to Apply:**

---