



Shop Manager

Reports to: Radhika Poddar

Role type: Full-time

Location: Bangalore

Application deadline: 31st January, 2024

Role commencement: Immediate

About the Museum of Art & Photography (MAP)

The Museum of Art & Photography (MAP) is a new and innovative museum that opened its doors to the public in February 2023. MAP's mission is to exhibit, interpret and preserve a growing collection of art and cultural artefacts, motivated by a belief that museums can play a positive role in society.

Since 2016, even while the museum's physical space was being built, MAP has been carrying out its mission by actively reaching out to the local community through a variety of programmes and projects. With the pandemic, it also took a lot of its programmes online.

This is an exciting time to join the team at MAP, in our new space and with many new projects in the pipeline. With audience development and growth one of the primary areas of focus with the physical museum now open and operational, we're looking to expand our Public Programmes team.

Role overview

As a Shop Manager within the MAP (Museum of Art and Photography) stores, you will be responsible for overseeing all facets of the retail operations, managing merchandise, books, staff, and maintaining efficient office processes. Your role involves ensuring an engaging shopping experience for visitors while efficiently managing the store's administrative functions.



Duties and Responsibilities:

- Oversee all facets of retail operations within MAP (Museum of Art and Photography) stores, including managing merchandise, books, staff, and office processes.
- Ensure an engaging and aesthetically pleasing shopping experience for visitors while upholding museum standards.
- Manage merchandise procurement, selection, pricing, and presentation in alignment with the museum's vision.
- Maintain adequate stock levels, conduct regular inventory checks, and coordinate restocking to meet demand.
- Supervise, train, and evaluate retail staff, fostering a collaborative and productive team environment.
- Develop and implement sales strategies to achieve revenue targets, monitor sales performance, and analyze trends.
- Provide exceptional customer service, offering guidance to visitors and enriching their experience at museum stores.
- Manage office operations, including bookkeeping, record-keeping, and ensuring administrative efficiency.
- Handle billing processes, transactions, and maintain accurate records of sales and inventory.

Equality & Diversity

MAP is an equal opportunities employer. We oppose all forms of discrimination and believe that all people, regardless of their identity or membership of any group deserve to be treated equally, consistently and fairly.

We welcome creativity, excellence and different perspectives that individuals of all backgrounds and abilities bring to our work.