



## **Position Announcement Gift Store Manager**

**Location:** Monterey Bay National Marine Sanctuary Exploration Center Santa Cruz, CA

### **Position Overview**

The National Marine Sanctuary Foundation, is seeking a part-time Gift Store Manager for the Tail of the Whale Gift & Bookstore at the Monterey Bay National Marine Sanctuary's Exploration Center. This is a 20 hour per week position to be scheduled Wednesday-Sunday (a full 9am-5:30pm day is required on either Saturday or Sunday).

Additionally, the right candidate may have the opportunity to add an additional 4-8 hours per week to manage the and coordinate private facility rentals.

### **Program Overview**

Monterey Bay National Marine Sanctuary (MBNMS) is one of the nation's largest marine protected areas encompassing more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life. The Sanctuary program provides protection of these natural resources through research and education to foster public understanding and stewardship of this nationally significant marine area. MBNMS opened a state-of-the-art Exploration Center in 2012 to educate and outreach to the local community and visitors to the Santa Cruz area.

The National Marine Sanctuary Foundation (Foundation) is a non-profit (501)(c)(3)), non- governmental organization managed and controlled independently of the Office of National Marine Sanctuaries and Monterey Bay National Marine Sanctuary. The foundation's purpose include increasing national and international awareness and protection of and support of the Office of National Marine Sanctuaries, developing a constituency to support the Office of National Marine Sanctuaries, educating the public and decision makers about the value of sanctuaries and supporting sanctuary related education, outreach and research through the creation of actual and virtual visitor experiences.

### **Sanctuary Exploration Center's Goals**

The goals of the Sanctuary Exploration Center are to educate visitors about the sanctuary's unique and fascinating coastal marine environment and to encourage stewardship of the sanctuary and a better understanding of how to responsibly enjoy and protect the ocean.

### **Relevant Duties**

Gift Store Manager and Exploration Center Rental Facilitator will work with the Sanctuary Exploration Center Manager to administer and maintain the retail operations of the Gift and Bookstore, and to coordinate private rentals of the facility. This includes:

#### **Gift Shop Management:**

- Product Research- identify appropriate merchandise to meet the mission of the MBNMS/Exploration Center- educational and environmentally sustainable products.
- Order, receive and track all incoming inventory and returns



- Maintain and work with Square Point of Sales computer system
- Provide sales reports generated from Square-up (Squareup.com)
- Maintain and account for daily sales record
- Generate biweekly sales records for the CMSF using Microsoft Excel
- Record and make cash deposits
- Assist with training gift store volunteers
- Oversee volunteers who work in the gift shop

#### **Facility Rental Facilitation**

- Schedule, facilitate and be the point of contact for center rentals and events
- Work with SEC manager to ensure there is adequate staffing of events
- Update facility rental and event forms as needed
- Maintain partnerships with hotels and other businesses referring rentals to the Center

Compensation - \$18 - \$21 per hour based on experience.

#### **Other Provisions**

Successful applicant will be provided a workstation at Monterey Bay National Marine Sanctuary's Exploration Center in Santa Cruz, CA, and will have access to a computer, telephone, copier, and fax machine.

The National Marine Sanctuary Foundation is an "at will" employer, which means any employment relationship is entered into with the understanding the Employee may resign at any time and the Employer may discharge the employee at any time, with or without cause. The foundation abides by all Federal and CA State employment laws.

Please send a cover letter, resume and three professional references to [explorationcenter@noaa.gov](mailto:explorationcenter@noaa.gov) and indicate SEC Gift Store Manager Job in the subject line.

Electronic submissions are preferred in pdf or word format. No phone calls please.

The National Marine Sanctuary Foundation is an equal opportunity employer.