

MIM

MUSICAL INSTRUMENT MUSEUM

Position Title: Assistant Buyer
Reports to: Head of Retail Operations

The Mission of MIM: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

The Mission of the Museum Store: The Museum Store enhances the guest experience and promotes the museum's mission by offering merchandise that educates, inspires, and entertains. Purchases support MIM and its programs.

Summary: The Museum Store is looking for an energetic assistant buyer to support our buyers in a fast-paced retail environment. The assistant buyer's primary responsibilities include placing orders with new and existing vendors, tracking purchase orders, processing receiving and claims, preparing weekly pay packets, and maintaining positive vendor relations.

Other Responsibilities:

- Assisting with markdowns and vouchering.
- Assisting with visual merchandising to ensure that product is displayed in the store in a timely manner. Assisting with the organization and maintenance of the store, stockroom, and retail storage.
- Providing coverage in the store and acting as an MOD when required.
- Assisting with annual inventory and preparing monthly reports.

Experience and Qualifications:

- Bachelor's degree and knowledge of music and musical instruments preferred.
- Two years of retail experience or an equivalent combination of education, training, and experience preferred.
- Proficiency with computers required and experience with CounterPoint SQL is a plus.
- Previous customer service and/or retail experience and the ability to multi-task and perform under pressure are preferred.
- The successful candidate will have strong analytical, organizational skills, and communication skills, and will have the ability to work well with our team and with MIM guests.
- Ability to lift 20 pounds and push/pull up to 50 pounds. Position includes weekend hours and some holidays and evenings.

Additional Information: Position pays \$16 - \$17 per hour.

Qualified candidates apply via the link below:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=430376&source=CC2&lang=en_US