

Retail Buyer Job Description

Position: Retail Buyer

Supervisor: Director of Retail Operations

Type: Full-time, exempt

Salary Range: \$55-60,000/annually

About the Position

Revolutionary Spaces, a new organization on Boston's civic and cultural landscape formed in January 2020 by the merger of the Old State House and Old South Meeting House, seeks a Retail Buyer to develop and execute merchandising strategies that maximize sales, margin, inventory turnover, visual presentation, and customer satisfaction. This role drives implementation and daily execution for planning, analyzing, forecasting and distribution of merchandise.

Key Responsibilities:

- Own the development of product assortment, merchandise strategies, key item positioning; ensuring that the assortment is compelling, aligned with mission and collection and supports overall business objectives.
- Analyze historical data and current trends to identify risks and opportunities.
- Manage and communicate markdown & promotional recommendations and strategies
- Support a collaborative, innovative, and results-oriented environment with peers and cross-functional team
- Develop and maintain effective working relationships with members of cross-functional team (merchandising, marketing, sourcing, and operations)

Qualifications & Requirements:

- Possesses a clear understanding of financial measurements including: sales, gross margin, inventory productivity measures, etc. and how to impact them
- Experience in supply chain management and product development for both Retail and Wholesale clients
- Flexible and adaptive to changing priorities
- Able to organize and prioritize workload to meet deadlines
- Demonstrates strong listening, written and oral communication skills



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- Demonstrates logical analysis and problem solving skills
- Able to interpret current business results to identify key learnings and develop future strategies
- Tech-savvy
- Strong working knowledge of Microsoft Office Suite (Word, Excel & Outlook) and Google Workspace
- Bachelor's degree or equivalent experience preferred
- 1-2+ years as an Asst. Merchandiser, Buyer or equivalent
- Travel required to visit existing stores, conventions, and seminars

Physical Requirements:

This position will be mostly on-site, with periodic remote work sessions. When on-site, the work of this position takes place both in a regular office environment and at a historic site. Some staff offices are located on the third floor of a 300 year old historic building without an elevator. Candidate should be able to carry supplies up and down stairs. Reasonable accommodations can be made for the right candidate.

Benefits

Generous vacation and Federal holidays schedule; 403b with 5% match after one year; Health insurance; FSA Medical & Dependent care accounts; MBTA pass program; and free admission to many local museums.

To apply, please email your resume and brief cover letter to HR@RevolutionarySpaces.org with "Retail Buyer" in the subject line.

Organization Overview

Through community partnerships, contemporary forms of storytelling, and important civic conversations, Revolutionary Spaces strives to bring people together to explore the history and continue the work of democracy that is evoked so singularly by the two national treasures we care for – Old South Meeting House and the Old State House, located two blocks from each other in the heart of downtown Boston. We believe that our nation's most fundamental questions took shape here, and we are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also



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provide a fresh perspective on the world we live in today and help us create new ideas and tools to help us build a more just and equitable tomorrow.

Revolutionary Spaces is an equal opportunity employer. We center our work on the following values:

- **Inclusion:** We are dedicated to diversity, equity, and inclusion and ensuring accessibility on multiple dimensions.
- **Relevance:** We are dedicated to creatively linking lessons of the past with the interests and concerns of Boston's diverse communities today.
- **Boldness of thought:** We address challenging topics and promote understanding in response to controversy.
- **Engagement:** We encourage people to engage, add their voices to today's debates, and collaborate with others to discover new ways of thinking.