



info@revolutionaryspaces.org  
TEL 617.720.1713

310 Washington Street  
Boston, MA 02108

[RevolutionarySpaces.org](http://RevolutionarySpaces.org)

## Retail Manager Job Description

**Position:** Retail Manager

**Supervisor:** President & CEO

**Type:** 40 hours per week; exempt

**Salary Range:** \$58-62,000

**Target Start Date:** ASAP

### Organization Overview

Formed in January 2020, Revolutionary Spaces is a new organization on Boston's civic and cultural landscape. Our mission is to bring people together to explore the ongoing American struggle to create and sustain a free society as singularly evoked by the two national treasures we care for -- Boston's Old South Meeting House and Old State House.

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 took shape in these buildings, located two blocks from each other in the heart of downtown Boston. We are dedicated to creating experiences for our audiences that not only deepen understanding of the past, but also provide a fresh perspective on the world we live in today and help us create new ideas and tools to 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.

**Position Description:**

Revolutionary Spaces operates four gift shops, including museum shops at the Old State House and Old South Meeting House as well as satellite shops at Faneuil Hall and Quincy Market. All four locations have been closed to the public since March 13, 2020. As we look to rebuild our retail operation, we are searching for an outgoing self-starter to serve as our Retail Manager. This person will take charge of reopening the retail shops, beginning with the Old State House museum shop, and will play a significant role in shaping the future of the retail operation.

**Main Responsibilities:**

- Collaborate with the President & CEO and other members of the senior leadership team to restart retail operations.
- Act as liaison between the retail shops and the Visitor Experience team.
- Serve as in-house expert on retail management system software.
- Develop and implement systems and procedures to facilitate and improve store cleaning, maintenance and display.
- Develop and implement systems and procedures to facilitate and improve the ordering, receiving and stocking of merchandise in the stores.
- Work with staff to develop and implement systems and procedures to optimize retail and customer service sales training.
- Assist with the design and layout of new or existing stores and display fixtures.

**Qualifications:**

- At least 5 years' experience working in a retail operation
- Prior management experience strongly preferred
- Experience with Retail Information Systems (RPro) strongly preferred, but not necessary
- Strong sense of organization and time management
- Friendly, outgoing and engaging with customers and staff
- Good team player
- Seasoned expert in merchandise selection, design and display as well as store and fixture design and layout

**Requirements:**

- Able to handle multiple tasks effectively



# Revolutionary Spaces

Open History. Enter Democracy.

info@revolutionaryspaces.org  
TEL 617.720.1713

310 Washington Street  
Boston, MA 02108

[RevolutionarySpaces.org](http://RevolutionarySpaces.org)

- Able to easily move between multiple buildings during the day which have multiple flights of stairs and no elevators [Old State House, Old South Meeting House, Faneuil Hall and Quincy Market as well as any future store locations]
- Able to be “on-your-feet” for eight-hour shift
- Able to lift and carry at least 25-40 pounds
- High level of ability in reading, writing and speaking English
- Good office computer skills – email, Excel, Word.

## **Benefits**

Generous vacation, sick and Federal holidays schedule; 403b with 5% match after one year; Health insurance; Life, AD&D, and Long-Term Disability insurance; FSA Medical & Dependent care accounts; and free admission to many local museums.

**To apply, please email [HR@RevolutionarySpaces.org](mailto:HR@RevolutionarySpaces.org) with your resume and cover letter.**

The position is open until filled.