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## **SANCTUARY EXPLORATION CENTER GIFT AND BOOKSTORE MANAGER**

### **JOB DESCRIPTION**

#### **INTRODUCTION**

Marine Sanctuaries are designated under the authority of Title III, of the Marine Protection, Research and Sanctuaries Act of 1972 to protect unique marine resources, coordinate research, enhance public awareness and promote multiple compatible uses of these special areas. Monterey Bay National Marine Sanctuary (MBNMS), one of the nation's largest sanctuaries, encompasses more than 6,000 square miles of central California coastal waters containing a rich array of habitats and marine life.

The Monterey Bay Sanctuary Foundation (MBSF) was founded in 1995 to enhance the understanding and protection of the Monterey Bay National Marine Sanctuary, and other coastal and ocean resources of California.

#### **BACKGROUND**

MBNMS' Sanctuary Exploration Center is their premiere interpretive center and opened in Santa Cruz, CA July 23, 2012. The Sanctuary Exploration Center is a state of the art education and interpretive center offering high quality multimedia exhibits, educational programs, lectures and film to an anticipated 150,000 visitors annually. In addition, the Exploration Center is operating the 600 sq. ft. Tail of the Whale Gift & Bookstore.

The Sanctuary Exploration Center is free to the public and is open Wednesday through Sunday 10am - 5pm year round. This gift and bookstore is considered an extension of the education mission of the Sanctuary and serves visitors coming to the Beach Boardwalk and wharf area. Products sold in the store will maintain as high a level of sustainability as possible and meet the environmentally green initiatives of the Center and the Office of National Marine Sanctuaries.

#### **ASSIGNMENT**

The Gift Store Manager will work with the Sanctuary Exploration Center Director to administer and maintain the retail operations for the Sanctuary Exploration Center's Tail of the Whale Gift & Bookstore. This is a 6-month, 15-20 hour per week term-employment position through the Monterey Bay Sanctuary Foundation, on assignment to the Monterey Bay National Marine Sanctuary. There is an opportunity to gain additional hours through coordination and attendance at Exploration Center special events and rentals.

The employee shall work with Sanctuary and Foundation staff to:

Manage the Tail of the Whale Gift & Bookstore with a focus on the mission and vision of the Monterey Bay National Marine Sanctuary, the Exploration Center and the MBSF. This includes:

#### **1. Store inventory**

- Product Research- identify appropriate merchandise to meet the mission of the MBNMS/Exploration Center- educational and environmentally sustainable products.
- Order/Purchase all inventory- maintain appropriate amounts of inventory depending on sales volume and season and meet with potential vendors.
- Merchandise all display areas - pricing and labeling products and product presentation.
- Receive and track all incoming inventory and returns.
- Conduct regular store inventories of retail items and develop a plan for tracking.

## **2. Administration**

- Vendor account set-up and management
- Submit vendor invoices to MBSF for payment
- Maintaining and working with Square-up Point of Sale computer system.
- Tracking and recording invoices
- Maintain a vendor database
- Receiving and responding to phone calls and emails
- Filing and recording orders, back orders, catalogs, and re-orders
- Make forecasts of volume needed for busy and slow selling seasons

## **3. Accounting and Reporting**

- Provide sales reports generated from Square-up (Squareup.com)
- Fill in reporting templates based on end of day sales and deposits
- Maintain and account for daily sales record
- Generate weekly and biweekly sales records for the MBSF using Microsoft Excel.
- Record and make bank deposits

## **4. Gift Store Volunteer Coordination.**

- Assist with training gift store volunteers
- Educate gift store volunteers on new products and pricing
- Oversee volunteers who work in the gift shop

## **5. Center Operations**

- Assist other staff with opening and closing the Center
- Schedule, facilitate and be the point of contact for center rentals (optional hours).
- Oversee volunteers during special events at the Center.

## **CRITICAL OUTCOMES.**

- Ensure the Tail of the Whale Gift & Bookstore is operational
- Provide timely sales reports to the Monterey Bay Sanctuary Foundation and MBNMS leadership
- Maintain and keep up on appropriate level of inventory for different selling seasons
- Communicate regularly with Center staff and be a part of Exploration Center overall operations

## **REQUIRED EMPLOYEE KNOWLEDGE & SKILLS**

- Strong interpersonal skills and enjoys working with the public.
- Demonstrated experience and knowledge of merchandising techniques, store display and selling
- Good knowledge of merchandise buying procedures and product market values.
- Experience in buying and working with a variety of vendors
- Strong proficiency in use of Microsoft Excel for sales accounting and inventory tracking as well as other computer skills (Microsoft Word, Photoshop, Email). Experience using Mac computers a plus.
- Experience in preparing clear and well-organized reports. Experience using Quickbooks a plus
- Strong verbal and written skills

## **ADDITIONAL PERSONNEL ELEMENTS**

This is a part-time, 6-month term employment position through the Monterey Bay Sanctuary Foundation. Employee must have a valid California driver's license and access to a vehicle for transport. The Monterey Bay Sanctuary Foundation is an "at will" employer, which means that any employment relationship is entered into with the understanding that the Employee may resign at any time and the Employer may discharge the employee at any time, with or without cause. Pre-approved expenses such as travel and other job-related expenses are reimbursable. The employee will have access to a copier, printer, fax and phone for communication needs. A computer will also be available for use.

**Please send a cover letter, resume and three professional references to [explorationcenter@noaa.gov](mailto:explorationcenter@noaa.gov) and indicate SEC Gift Store Job Application in the subject line. Please label your files with last name.**

**Electronic submissions are preferred in pdf or word format.**

**You may also fax the application to 831-421-9992.**

**No phone calls please. MBSF is an equal opportunity employer.**

