



Position Title: Retail Inventory Manager	Process/Dept.: Retail
FLSA Classification: Full-time Salary/Exempt	Date Reviewed: June 2022

Kentucky Derby Museum is a 501(c)(3) non-profit charitable organization that sits on the front steps of historic Churchill Downs Racetrack. It is one of the premiere attractions in the Louisville region, celebrating the tradition, history, hospitality and pride of the world-renowned event that is the Kentucky Derby. The Museum welcomes over 230,000 visitors annually; a large percentage of those visitors come from outside of Kentucky, journeying from across the country and the world.

Position Purpose:

The primary purpose for this position is to manage the day-to-day operations of the Inventory department, including: ordering, receiving, stocking, transferring, bill paying, cycle counting, reporting, and eCommerce website sales and maintenance. The Retail Inventory Manager shall oversee the End of Year Inventory and assist the Director of Retail Operations on merchandise buying. The Retail Inventory Manager will report to the Director of Retail Operations.

Essential Functions/Accountabilities:

Frequency	Function
Ongoing	Hires, trains, and supervises the Retail Inventory Assistant Manager and Retail Inventory Associates.
Ongoing	Motivates the Inventory team to achieve daily goals.
Ongoing	Operates Museum’s Point of Sale (POS) System, TAM Retail, to complete back-office tasks, including, but not limited to, creating and editing vendors and merchandise, and pulling daily inventory paperwork.
Monthly	Processes end of month Inventory reports, including but not limited to: Royalty Report, Unmatched Receivers, Adjustments, and Consignment.
Ongoing	Places and Receives Purchase Orders for existing and new product, as directed by the Director of Retail Operations.
Ongoing	Reviews and troubleshoots TAM Alerts, including but not limited to, Inventory Below Minimum and Negative Inventory.
Weekly	Reviews open Purchase Orders Report and stay in contact with Vendors to confirm when orders will arrive.
Ongoing	Manages vendor compliance with KDM routing instructions; arranges freight and third-party shipments.

Ongoing	Assists the Facilities Department in the efficient, safe, and organized acceptance of product deliveries.
Ongoing	Processes product deliveries with strict adherence to proper counting, barcoding, shelving, and stocking procedures; maintains a safe and organized workplace
Ongoing	Prepares and reconciles Retail accounts payables and consignment payments; maintains monthly inventory reporting for the Finance Department.
Weekly	Prepares and reconciles UPS invoices, to turn in to Accounts Payable for payment.
Ongoing	Plans and completes regular cycle counts to monitor and maintain inventory accuracy; Leads the annual physical inventory count of all retail locations.
Ongoing	Leads physical scanning, packing and moving of product for Kentucky Derby Museum Store, Churchill Downs Store, pop-up stores, and satellite locations according to Merchandising Plan.
As Needed	Assists in the setup, merchandising, and strike of all retail locations.
Ongoing	Orders inventory supplies in accordance with the approved budget.
Ongoing	Maintains excellent knowledge of all incoming and new product; runs daily inventory SKU Movement report and pulls merchandise to re-stock Stores in a timely fashion.
Ongoing	Provides clear and timely information to vendors regarding shipments, damages and re-orders.
Ongoing	Oversees transfers, damages, price changes, and other adjustments in TAM.
Ongoing	Abides by the Retail Department's documented Policies and Procedures.
Ongoing	Abides by the Museum dress code.
As Needed	Other duties, as assigned.

While every effort has been made to make this description of the essential functions as complete as possible, it in no way states or implies that this is an exhaustive listing of the only duties you will be required to perform. The omission of specific statements of functions or responsibilities does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

Supervisory Responsibilities:

- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Hires and manages Inventory team members, both full and part time, as well as seasonal temporary and/or contract personnel, under his or her supervision.
- Works with Director of Retail Operations to create job descriptions for Inventory team personnel under his or her supervision.
- Discusses and resolves employee problems.

Expected Behaviors:

Frequency	Responsibility
Ongoing	As a Kentucky Derby Museum employee, upholds our mission statement; whenever possible, engage, educate, and excite everyone about the extraordinary experience of the Kentucky Derby.
Ongoing	Provides excellent customer service by making a connection with customers, asking questions and listening to their needs while suggesting products, based on their feedback.

Minimum Qualifications:

- Minimum of a BA/BS in Business Administration, Retail Management, or related field.

- Minimum of 2 years retail work experience, including supervisory experience; must be familiar with the retail industry.
- Excellent written and verbal communications skills; has the ability to speak effectively with both individuals and groups.
- Ability to apply concepts of basic algebra and geometry as needed in work situations.
- Basic statistics knowledge of proportions and percentages requested; excellent long-term attention to numerical data required.
- Must be able to sufficiently pass a criminal background check.
- Able to apply common sense understanding and carry out written, oral or diagram instructions.
- Must be able to deal with problem solving, including concrete and non-concrete variables; able to use inductive and deductive reasoning and logically deal with situations involving employees, customers and the general public.
- Must have knowledge of Microsoft Office applications, sophisticated knowledge of POS database software and Internet browsers.
- Must have a valid drivers' license.
- Must be available to work Derby Week, including but not limited to, Thurby, Oaks, Derby, and the Sunday of Derby weekend; Racing Meets; and Annual Physical Inventory.
- Must be available to work during the week of FFA and Breeders Cup, when held in Louisville.

Work Schedule:

- Approximately 37.5 hours per week during operating hours of the Kentucky Derby Museum (open all days of the week, including weekends), and during racing and nightly events.
- Longer hours are necessary during peak seasons such as Spring Meet, Derby Week, September Meet, Fall Meet, Breeders Cup, End of Year Inventory, FFA, etc. in addition to bi-monthly staff meetings which occur outside of operating hours.

Working Conditions:

While performing the duties of this position, the employee is regularly required to stand for long periods of time, walk, climb stairs, and move merchandise around. This individual will be required to lift packages up to 50lbs. The employee is required to have non-standard workday hours during the spring and fall sessions. All indoor spaces are air-conditioned, although some job duties may take place outside, on the loading dock or in another non-climate-controlled space.

While performing the duties of this job, the employee is regularly exposed to a crowded work area. To perform this job successfully, an individual must be able to navigate a crowded area and handle a challenging workload.

Acknowledgement:

I have read this job description and fully understand the requirements set forth therein. I certify that I have the ability, with or without reasonable accommodation, to perform all the essential functions of this position.

I hereby accept this position and agree to perform the essential functions in a safe manner and in accordance with the company's established procedures, mission, and standards of conduct.

Print Name: _____

Date: _____

Signature: _____

All employees of the Museum are employed on an at-will basis. This means that the Museum retains the right to terminate any employee at any time, for any reason, with or without notice. Conversely, employees are free to terminate their relationship with the Museum at any time; however, the Marketing Director would appreciate it if you would provide at least a two-week notice as a courtesy.

The Kentucky Derby Museum is an Equal Opportunity Employer. All qualified candidates will receive consideration for employment without regard to race, class, religion, country of origin, political belief, disability, age, gender identity, sexual orientation, protected veteran status, or any factor protected by law.