Career Opportunity  
This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

**VP, Merchandising & Inventory Management**  
Announcement Number SE-22-0129

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>03/10/2022</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>03/24/2022</td>
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<tr>
<td>PAY BAND:</td>
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<tr>
<td>SALARY RANGE:</td>
<td>$125,000 - $140,000 (Commensurate with Experience)</td>
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<td>POSITION TYPE:</td>
<td>Trust Fund</td>
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<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<tr>
<td>SCHEDULE:</td>
<td>Full Time</td>
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<td>DUTY LOCATION:</td>
<td>Washington DC</td>
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Who may be considered for employment: *Open to all qualified candidates eligible to work in the United States.*

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

The Smithsonian Institution is an *Equal Opportunity Employer.* We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: [www.si.edu/oeema](http://www.si.edu/oeema)

**KEY REQUIREMENTS**

- Pass Pre-employment Background Check and Subsequent Background Investigation for a position designated as Low Risk
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service.
- U.S. employment eligible without sponsorship

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s [Frequently Asked Questions](#).

**OVERVIEW**

This position is responsible for the development and implementation of the overall merchandising strategies, new business initiatives and key item strategies to drive top line sales, sales per square foot, and profit growth for museum stores. Responsible for associated merchandising units located on the National Mall. Responsible to maintain appropriate levels of inventory in each location in order to maximize sales revenue and for assigned locations and provide merchandise buying support.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Drives the seasonal and annual merchandise planning process to align merchandising strategies and initiatives with financial objectives. Reconciles the departmental merchandise plans to retail channel targets.
- Work with the Merchandising and Planning team to develop annual and seasonal merchandise plans at department and class level in support of respective Product Categories. Ensure that Plans tie back to
overall company Financial Sales, Inventory and Gross Margin goals. Plans and executes annual store assortments and sales and expense budgets for Museum Stores to maximize sales, margin and operating income.

- Drives planning collaboration with cross-functional teams of allocation, Merchandising and Stores to implement basic inventory management strategies. Determines optimal receipt flow based on demand forecasts to achieve target in-stock and inventory turn goals.
- Oversees the overall merchandising strategy for all assigned retail channels, maintaining appropriate levels of inventory in each location in order to maximize sales revenue and gross margin. Plans and executes annual store assortments and sales and expense budgets for Museum Stores to maximize sales, margin and net gain.
- Maximizes productivity of retail square footage (by store) by ensuring the product mix is appropriate and consistent with visitor demographics and museum concept and mission. Establishes and is accountable for department annual budget, expenses, sales forecasts by store and the preparation of all reports analyzing variance.
- Strategically plans and aggressively monitors the number of SKU’s and makes corrections as necessary to determine the ideal quantity to maximize sales and minimize expenses of storage and handling.
- Monitors slow moving merchandise and approves all markdowns to ensure the timely and most effective method of liquidation is implemented.
- Works closely with staff to ensure that contractual procurement terms are met and vendor discounts are properly recorded.
- Monitors open to buy, current market trends, price changes, vendor relations and vendor-compliance program.
- Directs merchandise team in auto replenishment process. Ensures appropriate product inventory levels are maintained in each location and in accordance with the respective location’s storage space challenges.
- Works with Directors, Retail Operations to monitor flow of merchandise from the distribution center to the stores to ensure timely flow of merchandise.
- Directs Merchandising team in product placement from inception to liquidation while maximizing revenue and ensuring COGS plan is met.
- Provide product placement for each store, coordinating with store planning team.
- Directs merchandise team in communicating and training merchandise standards to operation store teams.
- Works with Merchandise and Visual Presentation teams in measuring success of product placement.
- Provides leadership, direction and expertise to plan a comprehensive, ongoing product development program to increase sales.
- Directs merchandise staff to develop special thematic areas in stores to support temporary exhibitions.
- Partners with Store Planning staff for special events and seasonal changes.
- Assures product provenance is relevant and appropriate to mission associated merchandise, working with Museum partners as required.
- Works closely with Retail and Corporate Finance, Accounting. Accounts Payable and all departments that affect level of responsibility to ensure that contractual procurement terms are met and vendor discounts are properly recorded. Responsible for review and approval of all purchase orders and invoices for payments.
- Conducts weekly sales and actions meetings, reviewing the successes and shortfalls, and recommending action plans based on the previous weeks business.

**Education/Knowledge /Qualifications:**

Bachelor's degree and/or ten to fifteen years of Retail Merchandise Management experience required.

- Comprehensive knowledge of the range of principles, concepts and methodologies of managing and marketing multi-unit retail.
- Experienced retail manager with both merchandising strengths and the diplomatic skills to engage the business liaisons.
- Leadership skills by building trust, credibility and partnership with Museum Directors and their staffs. A manager whose performance record demonstrates great taste, sophistication, and the imagination.
and market knowledge needed to develop the most appropriate new products for sale. Well-developed analytical and critical thinking skills, excellent oral and written communication abilities, an entrepreneurial yet disciplined management style, and have a reputation for conducting themselves with integrity, both personally and professionally.

- Ability to organize and effectively supervise a diverse staff directly and through subordinate supervisors.
- Advanced experience using Microsoft programs such as Excel, Word, and Power Point. Able to produce spreadsheets.
- Skill in preparing summaries of complex information for presentation to diverse audiences; ability to choose and execute the right communications, content and presentation to reflect purpose and audience: briefings, presentations, memoranda, reports, etc.
- In-depth Knowledge and Experience with multiple Merchandising/ERP systems as well as Catalog/Ecommerce Fulfillment systems. Experience with Island Pacific preferred.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world’s largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises operates retail, media, product development, licensing and other services which promote the Smithsonian mission while generating an essential source of unrestricted funding for the Institution. By providing products and services that reflect the mission of the museums and research centers, Smithsonian Enterprises plays a critical role in advancing the Institution’s mission: the increase and diffusion of knowledge.

Smithsonian Enterprises encompasses Smithsonian and Air & Space magazines, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

Please forward a resume, salary requirements and cover letter to: SECareers@si.edu
Please include the position title in the subject line.

Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates résumé’s will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan,
Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)

We ask that the attached Applicant Survey Form be completed by all candidates, except Smithsonian Institution employees, and returned with application materials. This form is for gathering statistical information and will not be included as part of the application.
YOUR PRIVACY IS PROTECTED

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

1. How did you learn about this position? (Check One):
   - □ Agency Internet Site recruitment
   - □ Private Employment Web Site
   - □ Other Internet Site
   - □ Job Fair
   - □ Newspaper or magazine
   - □ Agency or other Federal government on campus
   - □ School or college counselor or other official
   - □ Friend or relative working for this agency
   - □ Private Employment Office
   - □ Agency Human Resources Department (bulletin board or other announcement)
   - □ Federal, State, or Local Job Information Center
   - □ Other

2. Sex (Check One):
   - □ Male
   - □ Female

3. Ethnicity (Check One):
   - □ Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
   - □ Not Hispanic or Latino

4. Race (Check all that apply):
   - □ American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
   - □ Asian - a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
   - □ Black or African American - a person having origins in any of the black racial groups of Africa.
☐ Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

☐ White - a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

5. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

☐ Deaf or serious difficulty hearing
☐ Blind or serious difficulty seeing even when wearing glasses
☐ Missing an arm, leg, hand, or foot
☐ Paralysis: Partial or complete paralysis (any cause)
☐ Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
☐ Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a legbrace to walk
☐ Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or majordepression
☐ Intellectual Disability (formerly described as mental retardation)
☐ Developmental Disability: for example, cerebral palsy or autism spectrum disorder
☐ Traumatic Brain Injury
☐ Dwarfism
☐ Epilepsy or other seizure disorder
☐ Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearingimpairment (if this applies to you, please go to Section A.1.)

If you did not select one of the options above, please indicate whether.

☐ None of the conditions listed above apply to me.
☐ I do not wish to answer questions regarding disability/health conditions.

A.1. Other Disability or Serious Health Condition (Optional)

You indicated that you have a disability or a serious health condition. If you are willing, please select any of the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

☐ I do not wish to specify any condition.
☐ Alcoholism
☐ Cancer
☐ Cardiovascular or heart disease
☐ Crohn’s disease, irritable bowel syndrome, or other gastrointestinal impairment
☐ Depression, anxiety disorder, or other psychological disorder
☐ Diabetes or other metabolic disease
☐ Difficulty seeing even when wearing glasses
☐ Hearing impairment
☐ History of drug addiction (but not currently using illegal drugs)
☐ HIV Infection/AIDS or other immune disorder  
☐ Kidney dysfunction: for example, requires dialysis  
☐ Learning disabilities or ADHD  
☐ Liver disease: for example, hepatitis or cirrhosis  
☐ Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder  
☐ Morbid obesity  
☐ Nervous system disorder: for example, migraine headaches, Parkinson’s disease, or multiplesclerosis  
☐ Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body  
☐ Orthopedic impairments or osteo-arthritis  
☐ Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB  
☐ Sickle cell anemia, hemophilia, or other blood disease  
☐ Speech impairment  
☐ Spinal abnormalities: for example, spina bifida or scoliosis  
☐ Thyroid dysfunction or other endocrine disorder  
☐ Other. Please identify the disability/health condition, if willing:

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

Privacy Act Statement: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.  

Purpose and Routine Uses: The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. Effects of Nondisclosure: Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.