Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

**Buyer, Jewelry**
Announcement Number SE-23-0103

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>10/07/2022</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>10/20/2022</td>
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<td>PAY BAND:</td>
<td>I-J</td>
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<tr>
<td>SALARY RANGE:</td>
<td>$80,000 – $85,000 (Commensurate with Experience)</td>
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<td>POSITION TYPE:</td>
<td>Trust Fund</td>
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<tr>
<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<tr>
<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington DC</td>
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Who may be considered for employment: **CURRENT SMITHSONIAN ENTERPRISES EMPLOYEES ONLY.** 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 overseeing the merchandise selection and procurement of product for Retail Group for Museum Stores. Incumbent works to maximize sales, margins and turnover by managing inventories and assortment by location.

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

- Responsible for development of annual budget for all financial metrics associated with department and achievement of Sales, Gross Margin $, Gross Margin %, and Inventory turns for assigned categories. Responsible for achieving budgeted financial metrics.
- Develops annual and seasonal assortment plans at department and class level.
- Manage and complete the OTB process on a weekly basis for assigned departments including reforecasting of sales, inventory, and receipts.
- Manage and complete the Gross Margin forecasting process on an ongoing basis for assigned categories including the review of the Annual Performance to Plan on key financial measurements.
- Develops focused product assortments targeted to the specific museum stores based on the museum’s collections and exhibits. The assortments represent the proper mix of price points (G/B/B) as well as meet the needs of all customer demographics. Utilize analysis of history and current year performance to identify opportunities and liabilities.
- Plan and conduct Quarterly Strategy Presentations for SVP, GMM, Store Operations, and the Visual Merchandising team to communicate key programs, new vendors/programs, sales opportunities, and marketing plans.
- Under the guidance of the VP Merchandise, identify and develop custom products.
- Initiate price changes to include markdowns, mark out of stocks, and mark ups.
- Initiate merchandise transfers, price changes, and return to vendor initiatives.
- Ensure current Basic Stock Levels and ensure the Basic Stock system is working correctly.
- Ensure optimal store/warehouse stock levels for replenishment, key items, and “featured” items.
- Responsible for managing purchases, receipts, and markdowns to ensure appropriate flow of merchandise relative to sales opportunities.
- Determines item assortment, cost and retail, promotional plans, and in-store positioning that will achieve targeted metrics.
- Negotiates costs, terms, and performance metrics with suppliers.
- Develops strong vendor partnerships and strong customer service relationships.
- Manages vendor relationships to include negotiating programs, monitoring performance, strategizing areas for improvement, and conducting annual vendor meetings.
- Conducts market basket to ensure pricing opportunities are identified.
- Executes the established SE Merchandise business practices and procedures, reports and tools to effectively manage area of responsibility.
- With involvement of the supervisor, develops plan and works with the Visual Merchandising team to ensure the proper display of new items and new programs.
- Works with Visual Merchandising team to identify provenance needs/text for products. Execute final approved text on products to ensure proper UBIT compliance.
- Visits stores and works closely with the Store Operations teams to address problems and identify sales opportunities within the stores.
- Responsible for scheduling and managing all marketing events including events and trunk shows in the retail stores.

**Education/Qualifications/and Requirements**

Bachelor's degree and/or five to fifteen years related experience and training

- 5+ years of Retail buying experience
- Exposure to product development
- Knowledge of retail market, and industry
- Strong problem-solving skills, service orientation, excellent interpersonal skills and ability to work well with diverse range of people.
- Must be self directed, able to function independently, exercise reasoned judgment, and be proactive in an energetic environment.
- Strong Open to Buy Analytical skills and financial planning skills
- Ability to budget and achieve budgeted metrics;
- Advanced skill in Microsoft programs such as Excel, Word, and Power Point. Able to produce spreadsheets.
- Excellent written and oral communication skills in order to successfully promote an idea and negotiate sensitive issues with both internal and external partners.
- Strong negotiation skills
- Plan, organize, execute, and follow-through
- Demonstrated ability to meet multiple deadlines and manage conflicting priorities
- Highly organized and ability to adapt to quickly changing priorities
• Strong conflict management skills
• Museum experienced 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."

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<tr>
<th>Please forward a resume, salary requirements and cover letter to:</th>
<th><a href="mailto:SECareers@si.edu">SECareers@si.edu</a></th>
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<tbody>
<tr>
<td>Application materials submitted without salary information will not be considered.</td>
<td>Please include the position title in the subject line.</td>
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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)