Mātanga Pakihi | ​Retail Specialist – Full Time - Perm

**Te tūranga | The role**

We are a seeking a retail professional who wants to bring their passion for retail to an iconic Wellington Institution. This Full-Time role requires a commitment to public holidays and weekend work. This is a 35-40 hours, 5 day a week role.

The role will see you working on the retail floor as part of our Commercial team. You will work alongside our Visitor Services team coordinating stock and merchandising a busy retail space setting an exemplary standard for merchandising, stock management, customer care and visitor experience. The environment you create will engage, inspire, and connect with our guests and visitors ensuring our shelves are always full and our stock demands are met and anticipated.

Our Retail Specialist is a visual storyteller and has a love for retail. They thrive on delivering unique well curated and exceptionally organised spaces. They understand our organisational objectives around revenue generation and delivers this mahi through an agile and considered approach to our strategy, our values, and our commercial and organisational objectives. Predominantly based at our Wellington Museum site – you may find yourself supporting any of our inner-city sites as your skills and our visitation demands.

You are a safe and independent set of hands. You design and deliver processes and experiences to breathe life into our retail spaces. You love to be independent, love to be busy and to be on your feet. When you’re not, you are supporting visitor experience initiatives and front of house operations and other commercial and operational aspects of our organisation. You’re eager willing to put yourself out there, be bold and make things happen.

You’ll be as comfortable interacting with visitors on the floor as you are performing administrative and operational tasks. You are a forward thinking as you support our Retail Development Lead with effective, proactive communication. You’ll be tech savvy and able to work with point-of-sale system accepting and creating orders.

**Ngā tino pūkenga me ngā wheako |The essential skills and experience for the role**

* 5 years minimum retail experience essential
* 2 years merchandising experience preferred
* You’re operationally confident able to think on your feet while working in a busy retail space
* Preferred experience with retail operations, ordering, stock control.
* You work with vision both behind the scenes and with passion on the retail floor
* You’re operationally confident able to think on your feet while working in a busy retail space
* You’re tech savvy with the ability to use multiple platforms to deliver a diverse portfolio of retail operations
* You’re committed to te ao Māori and use of te reo
* You’re a team player with strong communication skills
* You’re able to engage with a range of audiences including; tamariki, those with access and inclusion support needs, international visitors and visitors from a range of backgrounds
* You’re rock solid reliable with sound time management skills.
* You’re passionate about art, science, history, museums, or community building – sometimes all of these and more, but most of all you love retail.
* You’re a flexible people committed to ensuring we can deliver all our services and programmes to the people of Wellington and beyond, weekends and public holidays as rostered.
* A current First Aid Certificate would be advantageous to a candidate, but this is not essential.

**Ko wai mātou | Who are we**

As a small organisation we punch above our weight, working together with and for Wellington to create remarkable experiences that generate vitality, strengthening the city we love.  We offer incredible audience experiences across our six sites: City Gallery Wellington, Capital E, Wellington Museum, Space Place, Cable Car Museum and Nairn Street Cottage.

Wheako Pōneke Experience Wellington embraces flexible working and offers generous leave provisions. If you want to work with like-minded community builders, passionate about art and culture we would love to hear from you.  To join our team, please submit your CV, a cover letter and complete our online application form for our consideration.  For further information on the role please contact hr@experiencewellington.org.nz.

Applications close Monday, 1 April 2024. Applications will be shortlisted as they come in.

Applicants for these positions require the eligibility to work in New Zealand, have current NZ citizenship, residency or a valid work visa. For advice on obtaining a New Zealand work or residence visa visit www.immigration.govt.nz