



CALL FOR CANDIDATES

Inventory & Catalog Associate

Kentucky Derby Museum
Louisville, Kentucky

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: **Inventory & Catalog Associate**
Department: Retail
Reports To: Inventory Control Manager
FLSA Status: Part-Time/Hourly

Summary of Position: The Inventory & Catalog Associate assists in the organized and efficient completion of basic receiving and stocking tasks; fills in when needed as a Catalog shipping/packing assistant or sales associate.

Essential Duties and Responsibilities:

- Processes daily deliveries as instructed by the Inventory Control Manager with strict adherence to proper counting, barcoding, shelving and stocking procedures.
- Operates Museum's POS program to complete daily inventory paperwork.
- Participates in cycle counts; carefully operates electronic Inventory counters to record data in POS program for adjustments/transfers.
- Leads physical scanning, packing and moving of product for Churchill Downs Gift Shop according to Merchandising Plan provided by Director of Retail and Inventory Control Manager.
- Stays familiar with all incoming and new product
- Runs daily inventory sold report at end of work day and pulls merchandise to re-stock Gift Shops
- Maintains excellence in providing clear, timely and polite information to vendors regarding shipments, damages and re-orders, as directed by the Inventory Control Manager
- Assists in the gift shops as needed; uses a computerized cash register, properly handles money, completes closing paperwork, and assists in-store customers
- Assists in the Catalog Department as needed pulling online orders, answering phones, packing and shipping orders.
- Picks up local orders and delivers them to the Museum, as needed.





Supervisory Responsibilities:

- This position has no direct supervisory responsibilities.

Work Schedule:

- Approximately 20-25 hours per week during operating hours of 8:00 AM – 5:00 PM (open all days of the week).

Qualifications:

- Must be able to sufficiently pass a criminal background check.
- High School Diploma or equivalent
- Minimum six (6) months retail experience required; experience working with inventory, preferred.
- Familiarity with computer programs such as Microsoft Word & Excel
- Ability to stand for long periods of time, walk, climb stairs, and move merchandise.
- Must be able to lift packages up to 35 pounds
- No phone calls, please.

To apply for this opportunity, please send your resume to ewilkins@derbymuseum.org.

No phone calls, please.

The information contained in this job description is not exhaustive of all the duties and responsibilities of this job, nor is it intended to be an all-inclusive list of the skills and abilities required to do the job. At the discretion of Museum management, duties and responsibilities may change due to reasonable accommodation or other reasons at any time.

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.

