



Inventory Control Manager

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 Control Manager**
Department: Retail
Reports To: Director of Retail Operations
FLSA Status: Full-Time/Non-Exempt

Summary of Position: Manages the day-to-day operations of the Inventory department, including: ordering, receiving, stocking, transferring, bill paying, and cycle counting.

Essential Duties and Responsibilities:

- Hires, trains, and manages the Inventory Lead and all Inventory and Catalog Associates.
- Places purchase orders for existing and new product, as directed by the Director of Retail Operations.
- Manages vendor compliance with KDM routing instructions; arranges freight and third-party shipments.
- Assists the Facilities Department in the efficient, safe, and organized acceptance of product deliveries.
- Processes daily product deliveries with strict adherence to proper counting, barcoding, shelving, and stocking procedures; maintains a safe and organized workplace.
- Operates Museum's POS program TAM Retail to complete daily inventory paperwork.
- Prepares and reconciles all retail accounts payables and consignment payments; maintains monthly inventory reporting for the Finance Department and royalty reporting for CAA Licensing.
- Orders inventory supplies in accordance with the approved budget.
- Completes bi-annual Merchandising Plan for the Churchill Downs Gift Shop with Director of Retail Operations.
- Plans and completes regular cycle counts to monitor and maintain inventory accuracy; Leads the annual physical inventory count of all retail locations.
- Leads physical scanning, packing and moving of product for Churchill Downs Gift Shop and satellite locations according to Merchandising Plan.
- Assists in the setup, merchandising, and strike of all retail locations.
- Maintains excellent knowledge of all incoming and new product; runs daily inventory SKU Movement report and pulls merchandise to re-stock Gift Shops during peak seasons.
- Provides clear and timely information to vendors regarding shipments, damages and re-orders.
- Follows procedure in removing damaged product in POS system, tags and organizes for Director of Retail Operations.
- Works with Corporate Sales and Catalog Manager on product uploads to the Retail website.





Supervisory Responsibilities:

- This position has direct supervision of the Inventory Lead, as well as the Inventory and Catalog Associates.

Work Schedule:

- Work will typically be performed Monday thru Friday 8:30 AM – 5 PM. However, occasional overtime may be required during peak times of the year.
- Mandatory work the weeks leading up to and the weekend of the Kentucky Derby.

Qualifications:

- High School diploma and six months retail experience required; inventory control experience preferred.
- Excellent written and verbal communication 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.
- Familiarity with computer skills is required, as is the ability to operate Museum's POS after training; comfort with other electronics such as hand scanners, basic digital cameras and printer/fax/scanner is requested.
- Valid Driver's license is required.

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

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.

