

## Short Term Store Manager (Full-Time)

### Swedish American Museum | Andersonville (Chicago)

**Schedule:** Three to six months of full-time (40 hours/week), 5 days/week. Must be available to work variable weekend day and occasional evenings for events.

**Reports to:** Executive Director

### About the Swedish American Museum

Located in Chicago's Andersonville neighborhood, the Swedish American Museum celebrates Swedish and Swedish American history, culture, and the immigrant experience through exhibitions, programs, and community gathering. For 50 years, the Museum has served as a welcoming place for learning, connection, and tradition.

### Position Overview

The Museum Store is an extension of our mission and visitor experience. The Store Manager plays a vital role in connecting guests with Swedish culture and heritage through thoughtful product selection, storytelling, and hospitality.

The Store Manager leads all store operations—inventory, merchandising, ecommerce, and community selling events—while creating a positive, welcoming experience for visitors, members, donors, and volunteers.

### Key Responsibilities

- Lead daily retail and ecommerce operations, including POS and order fulfillment
- Curate inventory that reflects Swedish culture, Nordic design, and Museum programming
- Build seasonal merchandising plans and maintain strong window and in-store displays
- Serve as a friendly, knowledgeable ambassador for the Museum
- Develop vendor relationships and manage purchasing and pricing
- Supervise Store Associate and coordinate store volunteers (training/scheduling/support)
- Coordinate selling at community events and festivals to expand Museum visibility and revenue
- Track sales goals, analyze trends, and provide regular updates to the Executive Director

### Qualifications

- 1–3 years experience in retail management, buying, or store operations
- Strong customer service and communication skills; professional and warm demeanor
- Strong organizational skills with attention to detail and follow-through
- Comfort with ecommerce, shipping/fulfillment, and basic website updates
- Ability to collaborate across Museum departments and work with volunteers
- Interest in Swedish/Nordic culture and community engagement strongly preferred
- Valid Illinois driver's license

### Compensation

Salary based on experience and qualifications. Some evening and weekend work required.  
EOE.

### To Apply

Please submit a letter of interest, résumé, and salary requirements to:

**hiring@samac.org** (Attn: Karin Moen Abercrombie, Executive Director)

No phone calls, please.

Swedish American Museum, 5211 N Clark St., Chicago, IL 60640, [museum@samac.org](mailto:museum@samac.org)