

Retails & Business Development Manager of PT Galeri Museum MACAN

About:

Museum MACAN was founded by Haryanto Adikoesoemo in 2017. The Museum is governed by a non-profit entity Yayasan Museum MACAN which manages museum activities including but not limited to the exhibition, collection, conservation and education activities; and PT Galeri Museum MACAN which manages non-museum and commercial activities related to the Museum facilities.

The activities of PT Galeri Museum MACAN operates to secure the objectives and ongoing sustainability of the Museum. Together these two entities form the Museum MACAN operations.

The Museum is looking for a dynamic and entrepreneurial individual to lead the commercial arm of the museum. The Retails & Business Development Manager **of PT Galeri Museum MACAN** is a manager level position and has numerous responsibilities whose main focus is identifying and managing commercial opportunities and activities in line with the mission and program of the Museum, with a small number of reports across the Museum Shop. The position works within a small department and reports to the Director. Being entrepreneurial, with a commercial mindset, as well as the ability to identify and manage partnerships and collaborations across the museum's departments, will be necessary to be successful in this role.

The position reports to the Director of Museum MACAN to secure the ongoing sustainability of the Museum.

Key responsibilities

Financial Management - Shop

- Ensure proper financial management of PT with respect to procurement, account keeping and taxation
- Oversees the preparation of financial reporting documents relating to the PT for the BOD
- Oversees the PT budget including planning, preparing, monitoring and administering
- Recommends opportunities to grow and develop new revenue streams for the museum.

General Management

- Ensures the operations and administration of the PT are in compliance with policies, ordinances, and regulations.
- Serves as principal advisor to the Museum Director, as well as other departments regarding the commercial operations of the museum
- Demonstrates effective staff development and organizational skills in areas such as becoming role model, hiring, coaching, collaboration, problem solving and goal setting. Empowers internal staff to think, act and plan in a collaborative manner.
- Facilitates the development of competent human resources and a conducive working environment in the company and:
 - Assists in the selection, evaluation, and orientation of new PT staff members.

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- Ensure efficient number of manpower needed to support daily operation and future growth
 - Coordinate with HR to identify requirement for development/training of staff
 - Coach / counsel subordinates to increase work motivation and achieve best performance
 - Provide formal and informal guidance and feedback to subordinates to ensure all subordinates understand their roles, functions, job Descriptions and KPIs
 - Conduct performance evaluation based on the policy
- Manages resources and activity to ensure the achievement of KPIs as required
 - Delivers regular reporting to management

Requirements

- Passion for retail and proven business development / account management / marketing expertise in the retail sector with at least 3+ years of relevant experience.
- Good understanding of the MS-Office product set & using them to get the right messages across to our merchant partners.
- Understanding of E-commerce, online and offline retail markets.
- Excellent communication skills (verbal & written),
- Good at creating project plans & ensuring alignment across parties.
- Fast learner, detail oriented, and very good with consistent follow-ups.