

## Glen Canyon Natural History Association

### Position: Retail Buyer/Manager

Glen Canyon Natural History Associations is an official, 501(c)(3), non-profit partner to the National Park Service, Bureau of Land Management and Bureau of Reclamation. Association offices are located in the high desert, next to Lake Powell, and in the small community of Page, Arizona.

Founded in 1986, the Association provides services giving interpretive support to government agencies in the Glen Canyon National Recreation Area (NRA), Rainbow Bridge National Monument, at Glen Canyon Dam and Grand Staircase-Escalante National Monument. We support over 2.3 million acres of public lands filled with wild rivers, a meandering slot canyon lake, an engineering marvel, and vast mars-like open spaces.

The Association funds education and outreach programs supporting science and research projects, as well as youth and visitor programs through aid-to park and monument grants. Four festivals, supporting wildlife, dark skies, and conservation, are produced by the NHA annually, as well as publishing. The Association manages the tour guide program at Glen Canyon Dam and seven visitor center stores each uniquely themed with specific products designed to compliment.

Products carried in stores is not typical to other National Park stores. Native folk art, jewelry and other regional cultural and craft items are curated to represent five indigenous nations living in very close proximity or next to our public landscapes. There are no concessionaires to compete with at any site.

The retail buyer/manager candidate will order and manage all product. He/she will work closely with the Executive Director to curate native folk art collections from regional artists, and develop new creative items, to enhance the interpretive story to visitors. Subject of interpretation are: geology, paleontology, archeology, ancient and contemporary indigenous life, frontier settlement, and ecosystems.

A steady temperament, independent work ethic and discipline, is needed. Experience is required in these areas:

- Order merchandise, manage POS databases, and distribution of products, across all categories and sites
- Be adept at data analysis, technological problem solving, and using relevant business software systems
- Be willing to learn and work with a cloud-based Point-of-Sale system
- Conduct analysis of vendors, products and category performance using cloud-based POS data monthly
- Ensure growth and profit margins are kept in tact across all product categories
- Work with vendors whose selections meet the established quality standards our visitors and agency partners have come to expect
- Develop and source product lines for seven themed sites with appropriate interpretive information

- Maintain merchandise levels according to seasonal needs taking into consideration long production times
- Develop and plan for promotional products to compliment donor programs including but not limited to festivals and speaker series events
- Be familiar with or be willing to be patient and learn agency product approval processes
- Update receiving and distribution procedures to accommodate growth and seasonal visitation
- Train interpretive sales teams seasonally and as changes with POS systems occur
- Be flexible to travel overnight and twice a month, to sites over 5 hours away seasonally and be willing to travel by small NPS plane to one remote site location
- Be open to attend native cultural events to source new artists; attend several trade and/or education conferences annually
- Understand seasonal site opening and closing activities, quarterly and year-end inventory procedures
- Be a concise, kind, and patient communicator with all levels of staff and with our agency partners

This full-time, benefit eligible, position will be awarded with an attractive salary. An incentivized program, based on sales growth by individual store and/or collective annual retail sales growth, is in place. An 80% contribution to a health benefit program, a contribution to an established 401.k or Health Saving Account (HSA), is available.

The position will remain open until filled.

Please send resume and cover letter to: [jobs@glencanyonnhha.org](mailto:jobs@glencanyonnhha.org)

*Note: Candidates should be prepared to live in a high desert terrain and in a small community. Forests are an hour and a half away, as are bear, elk and moose. There is along hunting season in the Kaibab Forest. Alpine skiing and snowboarding is only two hours away. Wildlife is small and can be scaly, have feathers, may have a plush coat, or be lizards. Hiking, camping, trail running, paddle boarding, kayaking, boating, water skiing and abound. Dry air, extreme heat, seasonal monsoon rains, and cloudless, sunny skies are to be expected. Outdoor recreation, and solitary experiences, are definitely on the menu. If a southwestern landscape is not of interest, please, do not apply.*

Glen Canyon Natural History Association is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.