

**Retail Management Intern**

**Position:** Retail Management Intern in Gardens Gift Shop

**CMBG Mission:** The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature through horticulture, education and research.

**Internship Mission:** Prepare college students to enter the field of Retail Management by providing an understanding of the key components that drive sales and profits. This is an opportunity to learn and apply relevant business management skills in a fast-paced environment.

**Academic/Experiential- Learning Nexus:** Retail Management/Practices/Merchandising/Inventory Control

**Position summary:**

The Retail Management Internship offers hands-on experience in all facets of running a small business, including:

* Assist in managing sales for maximum performance: builds an understanding of the business plan; learns the key skills of sales analysis; helps determine action steps to respond to changing business conditions; assists with appropriate changes to sales floor
* Assists in physical management of incoming stock, placement on the floor for maximum sales impact and efficient stockroom management
* Learns the purchasing cycle: reads sales reports, helps determine order/reorder needs, receives merchandise into inventory, processes invoices for vendor payment
* Develops excellent customer service and gains experience with day to day functions of sales floor
* Assists in managing the internal office operations for efficiency and effectiveness.

**Qualifications:**

The successful candidate must have an interest in business/retail management; solid organizational skills; computer skills; an ability to work well with people and an interest in learning more about Coastal Maine Botanical Gardens.

**Schedule:**

This is a 8:45am-5:30pm position Monday to Friday with some weekend duty in lieu of a weekday from May 15 to August 25 (flexible on dates).

**Email resume to:** employment@mainegardens.org

Coastal Maine Botanical Gardens, Attn: Human Resources

PO Box 234

Boothbay, Maine, 04537