



FREELANCE RETAIL BUYER & MERCHANDISER

the **HARRIS**



The Harris Overview

The Harris is a leading museum, library and contemporary art venue in the North West. Located in the city-centre, the Harris is more than a monumental building: it's a centre for Preston's cultural and civic life, a source of inspiration, pride, creativity and enjoyment for our communities. For 130 years, the Harris has been a landmark, welcoming both local people and visitors.

The Harris is owned and managed by Preston City Council, in partnership with Lancashire County Council and with support from a wide range of partners including the Friends of the Harris.

Our collections consist of costume, textiles, paintings, drawings, prints, photography, digital art, sculpture, glass and ceramics. Many of the works of art and historical objects are of regional, national and international significance.

Harris Your Place

The Harris is currently undertaking a multimillion-pound project; Harris Your Place, to transform the venue and our relationship with our audiences ensuring we are fit for a 21st Century visitor. The annual visitor figures prior to March 2020 reached 360,000 per year, we forecast that this number will rise to 450,000. The Harris is currently closed and is due to open this summer.

The shop is a key part of this project, to ensure its success we are looking for Gift Shop Buyer & Visual Merchandiser to stock the new dedicated shop with the right products and make it visually appealing.



The Role's Aim

To excite and delight visitors. To convert visitors into shoppers through engaging them with local products and unique gifts celebrating 'Prestonians' from local artists and makers through telling stories from The Harris's collections and themes. Making The Harris a destination for gifts and new products, even without a trip to the museum.

The Business Plan Product Mix

- 20% Souvenirs & Brand
- 20% Local Makers
- 15% Stationery & Cards
- 30% Gifts & Toys
- 10% Popular Books
- 5% Seasonal

The internal volume of the shelving = 11.3 meters

Two free standing gondola units are in addition to the shelving



Specification

- **Harris Gift Shop Buyer & Visual Merchandiser**
 - **Freelance**
 - **2 Days Per Week**
 - **£200 Per Day**
 - **Closing date: 28 May 2025**
 - **Interviews held: W/C 9 June 2025**
 - **Commence: 30 June 2025**
 - **Until: 17 August 2025**
-

Purpose of the job

Sourcing products for sale via the online and physical shop located on the Ground Floor of the Harris Museum. The post will involve researching, ordering, stocking, organising and visually presenting gifts, souvenirs and books.

Duties

- Experience of merchandising and sales in a museum/cultural venue setting
- Shrewd business sense and well-developed commercial awareness
- Experience of working within set expenditure budgets

- Work to the Harris Business Plan and implement the recommended mix of product lines
 - Research into new lines and where possible to work with local suppliers, artists and makers
 - Use your creativity and awareness of trends to develop ways to promote and increase saleability
 - Excellent visual merchandise display skills
 - To work with architectural features of the new Museum Shop and to maximise the available space within it
 - Liaise with the team when buying, designing and marketing to include window and shop floor displays, signage and pricing concepts
 - Seek feedback from colleagues and customers on the visual impact of displays
 - Continue to carry out 'comparison shops' to maintain awareness of other retailers' visual merchandising concepts
 - To create visual merchandising packs to communicate visual guidelines including layout principles, visual dressings and signage for future use
-

Retail Skills/Experience

Sales, Customer Service, Communication, Team Player, Independent Worker, Attention to Detail, Organisation, Product Knowledge, Stocking, Inventory, Helpfulness.

To Apply

Please send your CV, an outline proposal of how you would meet the job specification, and provide two examples of previous jobs of a similar nature to Rita Whitlock at R.Whitlock@preston.gov.uk by Monday, 26 May.



the **HARRIS**

Social Media

#HARRISYOURPLACE



@Harris Museum, Art Gallery & Library



@harris_museum



@HarrisPreston



@HarrisMuseumandArtGallery

THEHARRIS@PRESTON.GOV.UK
WWW.THEHARRIS.ORG.UK

