

JOB DESCRIPTION



Job Title	Junior Buyer	Duration	Permanent
Division	Audiences, Commercial & Digital	Hours/FTE	36 hours
Dept	Retail		
Reports to	Buyer	Direct Reports	N/A

Context

The Commercial and Digital Development Department (trading as V&A Enterprises Ltd) is the commercial arm of the Victoria and Albert Museum, London. Our business is to generate revenue, using the V&A brand, collections and exhibitions here in London and across the world. 100% of our profits are returned to the museum, helping to fund its programme and collections for the future. The famous V&A Shops are considered a benchmark in museum trading across the world and set a standard to which others aspire.

Main Purpose of job

Reporting to the Buyer, the Junior Buyer will be responsible for developing, sourcing and selecting specific product categories within seasonal and exhibition ranges, to include: Toys, Volume Jewellery, Food, Christmas and Creative lines relevant to these product categories.

Key Responsibilities

To work with Head of Retail, Senior Buyer and Buyers to agree seasonal product direction in line with company strategy.
To source, select and develop Volume Jewellery, Toys, Food and Christmas product areas in line with range plans and schedules agreed with Senior Buyer and Merchandising team.
To manage suppliers and collaborations efficiently and professionally, negotiating clear, competitive terms and ensuring best deal for the V&A Shop.
To work to sales analysis and deadlines as agreed with Merchandising team, incorporating requirements into the seasonal product ranges.
To work with Design team to brief product development lines for your product areas and manage production process of this with external manufacturer.
To identify and research appropriate themes for commercial interpretation from V&A collection and exhibition programme.
To work with wider Buying team to create cohesive ranges across different product areas and develop excellent storytelling.
To prepare and communicate relevant product information and stories to the wider Retail team. Including delivery of regular training sessions and presentations on the product ranges.
To work with Buyers to manage delivery of Product Books for Online shop, external copywriter and across Retail team. To brief Buying Admin Assistant and Retail Admin Assistant on tasks to help with this process and to manage the timing of this.
To represent Retail at Exhibition and Museum Project meetings as required. To be aware of the wider V&A public programme of activity
To manage product component specification sheets for all 'Created' product lines across your departments. To brief Buying Admin Assistant to carry out this process.
To work with VM team to provide and assist with mapping across the ranges.

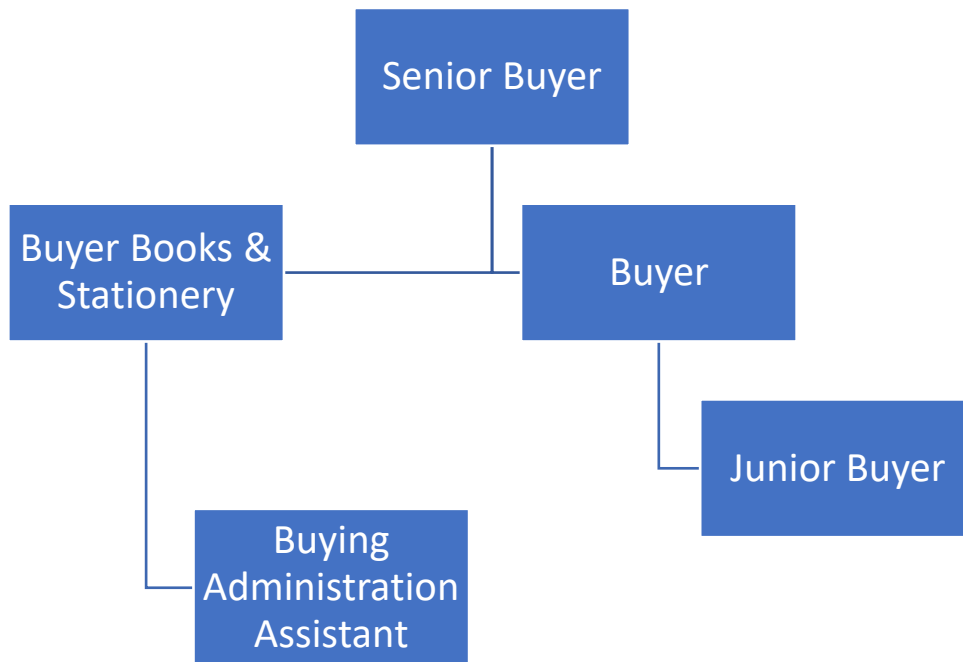
To work with V&A Rights team to identify where copyright clearance is required and to clear these images for commercial use as needed
To be appraised of current trends within the retail industry to inform new ideas for ranges. To attend trade shows and to undertake product research and comparative shopping accordingly.
To help develop an overall retail offer worthy of the V&A brand and reputation and to help create the best, most innovative museum trading in the world.
Carry out ad hoc duties as requested by appropriate managers within your department.

The above job description is intended to be an outline of the duties and responsibilities for this role. This is not exhaustive, and it is likely to change over time. You may be expected to undertake other duties that are commensurate with this role

PERSON SPECIFICATION

Job Specific	experience of working in a buying office (or equivalent), within a retail context, with a strong knowledge of Retail processes.
	Experience of product development and product sourcing, with demonstrable knowledge of the buying process and buying calendar.
	Excellent IT and Microsoft Office skills, including proficiency in Excel, Powerpoint, Word and email.
Core Skills	Excellent standard of written English and highly numerate with the ability to carry out complex numerical analysis
	Significant interpersonal and consultative skills, including the ability to communicate, present, negotiate, influence and build credibility with colleagues and external parties
	Experience of using MS Office and other relevant IT systems to an intermediate / advanced level
Behaviours	Proven ability to manage a high workload and multiple priorities whilst meeting deadlines
	Respects others' expertise, time, perspectives and contribution.
	Takes responsibility for delivering on actions, achieving high-standards and learning from mistakes
	Open to change , new ideas and suggestions; looks for opportunities for improvement and self-development
Desirable	Works with others outside their own department in a collaborative, understanding, and, engaging way.
	The ideal candidate will have a keen eye for design with a passion for product.
	The ideal candidate may be knowledgeable about the museum with an interest in Culture and the Arts.
	The ideal candidate may have a familiarity and/or personal interest in Volume Jewellery, Food, Toys, and Christmas product categories.

Position in the team



Hours: Net working hours (i.e. excluding meal breaks) are 36 per week.

Normal working hours are 9am-5.15pm Monday to Thursday and 9am-5pm Fridays.