

JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Museum Shop Sales Associate
Department: Retail

POSITION SUMMARY:

The National Museum of Women in the Arts (NMWA) seeks a part-time sales associate in the Museum Shop. The candidate must have prior retail experience and must be able to work a flexible schedule that includes holidays, weekends, and occasional evenings to assist with shop events and special programming.

RESPONSIBILITIES:

- Conduct opening and closing procedures of the Museum Shop
- Ensure visitors have a pleasant museum experience by providing professional and high-quality customer service
- Become familiar with the museum's collection, current and upcoming exhibitions, programs, and special events to better assist visitors
- Process admission ticket sales, product sales, memberships, and sales returns at cash point-of-service
- Process mail, phone, and website orders
- Assist with preparing and recording inventory
- Support events and activities involving NMWA and Museum Shop
- Ensure that the shop is always clean and presentable
- Assist in restocking daily merchandise on the sales floor
- Restock forms, bags, and supplies at register as needed
- Other tasks as assigned

QUALIFICATIONS:

- Minimum two years of retail sales experience
- Interest and/or knowledge of art history and women artists
- Knowledge of computers, inventory management, and POS systems
- Excellent communication skills
- Must be able to work a flexible schedule including weekends and holidays

Please submit applications by emailing cover letter and résumé to HR@nmwa.org. The National Museum of Women in the Arts is an equal opportunity employer.

NMWA brings recognition to the achievements of women artists of all periods and nationalities by exhibiting, preserving, acquiring, and researching art by women and by teaching the public about their accomplishments.