JOB ANNOUNCEMENT

Organization: National Museum of Women in the Arts
Position: Museum Shop Sales Associate (part-time)
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 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.

The National Museum of Women in the Arts (NMWA) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.