

Job Announcement

Part-Time Sales Associate

Position Summary

The Part-Time Sales Associate supports the day-to-day activities of the Museum Shop. The role involves assisting visitors in the museum's store, providing excellent customer service, and facilitating sales of art-inspired merchandise. The Part-Time Sales Associate will play a vital role in enhancing the museum experience for patrons while promoting the mission of celebrating women artists. The position offers a unique opportunity to engage with art enthusiasts and support the museum's initiatives on a flexible schedule. This position reports to the Director of Retail Operations. This position has no direct reports.

This is a part-time position (three days per week, 18 to 32 hours per week). Schedule is negotiable.

Responsibilities

Functions may include, but are not limited to:

- Greet and engage museum visitors with enthusiasm, offering assistance and information about shop products and museum exhibitions.
- Promote and recommend Museum Shop products that complement visitors' interests and enrich their experience.
- Communicate product features and benefits to encourage sales and contribute to revenue goals.
- Assist customers in finding specific items, sizes, or variations, ensuring a personalized shopping experience.
- Operate the cash register with accuracy, handling transactions and payments in a friendly and efficient manner.
- Maintain the Shop by keeping it tidy and organized, restocking shelves and arranging displays to attract attention.
- Stay informed about museum exhibitions and events to provide visitors with relevant information.
- Provide insights into the historical and artistic significance of museum merchandise, enhancing customers' understanding.
- Address customer concerns and inquiries professionally, finding solutions to ensure their satisfaction.
- Collaborate and communicate effectively with team members to achieve sales targets and maintain a cohesive shop environment.
- Process incoming merchandise shipments, ensuring accurate inventory management.
- Assist in periodic inventory counts, contributing to stock management and replenishment efforts.

Qualifications

This position requires a high school diploma or equivalent. Previous retail or customer service experience is preferred. Enthusiasm for art, history, and cultural institutions, with a genuine interest in promoting the museum a plus. The successful candidate will demonstrate the following skills/experience:

- Dependable and punctual to ensure the Museum Shop is open when scheduled.
- Strong communication skills, both verbal and written, to provide great customer service and engage with team members effectively.
- Attention to detail and ability to maintain an organized and visually appealing retail space and workspace.
- Experience in using point-of-sale systems and technology for inventory management.
- Basic math skills for accurate transaction processing and cash handling.
- Comfortable using e-commerce platforms, order processing systems, and able to adapt to new digital tools.
- Flexible schedule, including weekends, holidays, and occasional evenings, to accommodate museum hours and events.
- Self-sufficiency in task execution and meeting deadlines.
- Ability to work collaboratively as part of a team and take direction from supervisors.
- Physical capability to stand for extended periods and lift/move merchandise as needed.
- Previous experience within a museum, cultural institution, or art-related environment a plus.

If much of this job description describes you, then you are highly encouraged to apply for this role, even if you don't meet 100% of the qualifications. We recognize that it is highly unlikely for an applicant to meet 100% of the qualifications for a given role, and that every candidate brings unique experience and qualifications to a role. We are excited to meet you!

Compensation

The hourly rate for this position is \$18 per hour.

How to Apply

Please apply through NMWA's online job application. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at hr@nmwa.org.

The National Museum of Women in the Arts is an equal opportunity employer. To comply with tax and legal obligations all candidates must reside in Washington, D.C., Maryland, or Virginia. Candidates must be legally eligible to work in the U.S. without visa sponsorship by NMWA.