

## Job Announcement

### Part-time Sales Associate

#### Position Summary

The Part-time Sales Associate supports the day-to-day operations of the Museum Shop by assisting visitors, delivering excellent customer service, and facilitating the sale of art-inspired merchandise. This role enhances the overall museum experience while supporting the mission of celebrating women artists. The position offers the opportunity to engage with diverse audiences in a cultural setting on a flexible, part-time schedule (2-3 days per week, 18-32 hours).

This position reports to the Director of Retail Operations. This position has no direct reports.

#### Responsibilities

Functions may include, but are not limited to:

- Greet and engage museum visitors with enthusiasm and professionalism.
- Provide excellent customer service and personalized shopping assistance.
- Promote and recommend Museum Shop products that complement exhibitions and visitor interests.
- Communicate product features, pricing, and artistic significance to encourage sales.
- Operate point-of-sale systems accurately, including cash and card transactions.
- Maintain a clean, organized, and visually appealing retail environment.
- Restock merchandise and arrange displays to maximize visual impact.
- Stay informed about museum exhibitions, programs, and events.
- Respond to customer inquiries and resolve concerns in a timely and professional manner.
- Collaborate effectively with team members to meet sales and service goals.
- Receive and process incoming merchandise shipments.
- Assist with inventory counts and stock management.
- Use e-commerce and order processing systems as needed.

#### Qualifications

This position requires a high school diploma or equivalent. Previous retail or customer service experience is preferred. The successful candidate will demonstrate the following skills/experience:

- Dependable and punctual, ensuring consistent Museum Shop operations.
- Strong verbal and written communication skills for excellent customer service and teamwork.

- Experience using point-of-sale systems and accurately handling transactions.
- Attention to detail and ability to maintain an organized and visually appealing retail space.
- Comfort using e-commerce platforms, digital tools, and inventory systems.
- Ability to work independently while taking direction from supervisors.
- Flexibility to work weekends, holidays, and occasional evenings.

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 portal. To request accommodations in the application or hiring process, please notify NMWA's Human Resources department at [hr@nmwa.org](mailto:hr@nmwa.org). If you are unable to apply through the online job application, please send an email to [hr@nmwa.org](mailto:hr@nmwa.org) with your cover letter and resume; attachments should be in Microsoft Word or PDF formats only.

The National Museum of Women in the Arts is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by federal, state, or local laws.

Successful candidates will be subject to reference and background checks. 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.