

## NEW BRITAIN MUSEUM OF AMERICAN ART

### Job Description

Position: Part-Time Store Associate

Reports to: Manager of Retail

FLSA Status: Non-exempt, part-time

*The Store Associate will become well-versed in Store Merchandise and the artist and makers represented in the store. Learning about Museum programs, tours, and events so details can be communicated to visitors. Spending the majority of your time on the sales floor, you will prioritize a visitor-first focus by actively engaging customers in the store. This position assists visitors, rings up store sales, performs house-keeping tasks, participates in inventory counts, and fills in merchandise from back stock.*

Responsibilities include but are not limited to:

- Daily Tasks: Open and/or close the store, process purchases and returns, accurately processing sales according to NBMAA procedures.
- Take an active role in becoming knowledgeable in the reproduction prints, stationary, books and gift categories by being curious and taking part in ongoing training about the inventory.
- Engage visitors and make product recommendations. Answering phone requests about inventory in the shop. Exhibit confidence in selling merchandise displayed on the sales floor.
- Work with the Merchandising Supervisor to maintain the sales floor by straightening, organizing, cleaning, and restocking merchandise throughout the day and at end of shift. Have a strong sense of store identity and editorial statement; able to place merchandise to support the themes and narratives present in the store.
- Exemplifying professional and ethical behaviors; follow all NBMAA policies and procedures.

Qualifications, Skills and Expectations:

- Excellent communication, interpersonal, and strong customer service skills required.
- Prior cash handling or retail preferred.
- Some College preferred.
- Desire for part time employment.
- Flexible schedule includes regular weekday and weekend hours. Availability for evenings and holidays as required.

## Physical Requirements

- Physically demanding position requiring frequent lifting and carrying of cartons and product.
- Must be able to stand, reach, bend, climb a step ladder and walk much of the time, as well as move about in tight spaces, between objects, equipment and furniture.
- The ability to communicate clearly and precisely.
- Must be able to lift, push and pull up to 20 pounds, and to continuously perform such manipulative tasks as keying information into computer systems.

APPLICATION PROCEDURES: Interested applicants should submit a cover letter, and current CV or resume. The NBMAA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, status as a protected veteran, or status as a qualified individual with a disability. The NBMAA welcomes individuals with diverse backgrounds, experiences, and ideas who embrace and value diversity and inclusivity.

## Work Remotely

- No

Job Type: Part-time

Salary: From \$15.00 per hour

## Benefits:

- Employee discount
- Flexible schedule

## Schedule:

- Day shift
- Holidays
- Monday to Friday
- Weekend availability

## COVID-19 considerations:

As of October 5, 2021, all potential new hires and candidates who are selected to interview for any position will be required to show proof of full vaccination against COVID-19.

## Education:

- High school or equivalent (Required)

Experience:

- Customer service: 1 year (Preferred)