

## Position Announcement | Museum Shop Part-Time Sales Associate

**Reporting Relationship:** Museum Shop Manager

**Opening Date:** November 17, 2021

**Closing Date:** December 18, 2021

### **About The Newark Museum of Art:**

*We welcome everyone with inclusive experiences that spark curiosity and foster community.*

*We acknowledge the traditional homelands of the Lenape, also known as the Delaware, upon which The Newark Museum of Art resides.*

Founded in 1909 and located in New Jersey, The Newark Museum of Art (NMOA) is the state's largest museum and ranks twelfth nationally in terms of collection size. Global and diasporic, the collection includes more than 100,000 artworks, as well as significant holdings of science and natural history. From the classical world to the art of today, the NMOA boasts exceptional examples and depth in the Arts of Global Africa, Arts of Global Asia, Arts of the Americas, including Native American art, Arts of the Ancient Mediterranean, and Decorative Arts. The American collection features works by major artists such as John Singer Sargent, Childe Hassam, Mary Cassatt, Sam Gilliam, Georgia O'Keeffe, Carmen Herrera, Jeffrey Gibson, and Mickalene Thomas.

The NMOA's visitor- and community-centric approach responds to the evolving needs and interests of the diverse audiences it serves by offering exhibitions, programming, a research library, paid internships, and local and global partnerships. A four-acre campus comprises the 1885 Ballantine House, a National Historic Landmark; the Alice Ransom Dreyfuss Memorial Garden; and Horizon Plaza. Under the leadership of Director/CEO Linda C. Harrison, the NMOA has launched an era of transformation to create an engaged citizenry by reimagining the role of the art museum for the 21<sup>st</sup> century.

**Position Summary:** The Newark Museum of Art Shop generates revenue to support museum's mission and exhibits. Under the supervision of the Museum Shop Manager the Sales Associate performs a wide variety of duties to support the visitor service and special event functions of the museum. These include providing professional customer service to museum constituency and staff through selling merchandise and processing sales request.

### **Essential Duties and Responsibilities:**

- Provide exceptional customer service as you assist in day-to-day store operations
- Perform accurate sales transactions along with opening and closing functions
- Assist with merchandising, restocking, cleaning shops and storage areas
- Demonstrate product knowledge and address customer questions about inventory
- Maintain knowledge of Museum's exhibitions, programs, and events to inform visitors
- Assist with phone and web order fulfillment
- Assist with annual physical inventory
- Assume other specified activities as required to meet the Museum Shop needs.

### **Knowledge, Skills and Abilities:**

Experience in retail, cash-handling, and customer service is preferred. Must be able to work a flexible schedule, including weekends, evenings, and holidays. Ability to communicate effectively with visitors and enjoy interacting with people of all ages. Must be able to stand for extended periods of time and be able to lift a minimum of 10 lbs. High school diploma or GED.

**Salary:** \$16/hourly

**Physical Demands/Accommodations:** The physical demands described here are representative of those that are to be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

The Newark Museum of Art is an Equal Opportunity Employer. In addition, we aspire to make the Museum and our environment - staff, audiences, artists, programs, and exhibitions - reflective of the diversity of the city of Newark and to capture the spirit of access, inclusion, and equity in all we do. We strongly encourage and welcome applicants from our BIPOC, disabled, and LGBTQIA+ communities as they must be centered in the work we do.

**Apply:**

Please send your resume to [humanresources@newarkmuseumart.org](mailto:humanresources@newarkmuseumart.org)

Due to the high volume of submissions, only those candidates selected for interviews will be contacted.