Newark Museum Association
Position Announcement

Part Time Merchandise Assistant

Background:
Founded in 1909, the Newark Museum ("the Museum") is one of the most influential museums in the United States and the largest art and education institution in New Jersey. Its extensive collections, which include art from around the world as well as significant holdings of science, technology and natural history, rank 12th in size nationally. The Museum is dedicated to artistic excellence, education and community engagement with an overarching commitment to broadening and diversifying arts participation.

A cultural anchor institution in Newark for more than a century, the Museum advances its mission by operating in the public trust as a museum of service, and as a leader in connecting objects and ideas to the needs and wishes of its constituencies. The Museum’s renowned art collections have the power to educate, inspire and transform individuals of all ages, and the local, regional, national and international communities that it serves. In the words of founder John Cotton Dana, “a good museum attracts, entertains, arouses curiosity, leads to questioning and thus promotes learning.” The Museum responds to the evolving needs and interests of the diverse audiences it serves by providing exhibitions, programming, a research library, partnerships and resources designed to enrich people’s lives.

The Museum’s collections are presented in 91 galleries housed on a seven-acre campus that encompasses the Ballantine House, a Victorian-era mansion—a National Historic Landmark, the Dreyfuss Memorial Garden, and Horizon Plaza. The Museum also features the Alice and Leonard Dreyfuss Planetarium as well as the MakerSPACE, a dedicated maker studio and exhibition space that offers interactive, hands-on activities for visitors all ages that integrate the arts with STEM learning.

Under the leadership of its new Director/CEO, Linda Harrison, the Newark Museum is poised for a chapter of transformation, exciting growth and development. The City of Newark is also undergoing a revival of its own.

Position Objective:
The Newark Museum Shops generate revenue to support The Newark Museum’s mission and exhibits. Under the supervision of the Museum Shop Coordinator, the Merchandise Assistant performs a wide variety of duties in support of the earned income Museum Shop mission. These include receiving merchandise, mail order and web fulfillment and selling merchandise and processing sales requests.
**Specific Duties and Responsibilities:**
- Receive, tag, and return merchandise
- Update and transfer merchandise
- Responsible for care and storage of stop merchandise
- Assist with purchase order preparation
- Reconcile vouchers/invoices
- Process interdepartment requests
- Communicate merchandise information to sales staff
- Fulfill mail orders, wholesale and web orders
- Fill in on sales floor as necessary
- Assist with shop event setups and sales
- Answer telephone inquires
- Maintain knowledge of Museum’s exhibitions, programs and events
- Assist with annual physical inventory
- Assume other specified activities as required to meet the Museum Shop needs.

**Qualifications:**
High School diploma or equivalent is required. Computer and POS system experience, ability to input information quickly and with a high level of accuracy. Strong communication and organizational skills. Ability to handle multiple tasks, physical ability to move boxes and merchandise.

**Salary: $14 per hour**

Send letter of application and resume to:

Human Resources  
Newark Museum  
49 Washington Street  
Newark, NJ 07102  
humanresources@newarkmuseum.org

The Newark Museum is an equal opportunity employer.