Newark Museum Association  
Position Announcement

Part Time Sales Associate

**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 Sales Associate performs a wide variety of duties in support of visitor services 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.
Specific Duties and Responsibilities:
- Work on Sales floor
- Provide product information to customer
- Record requests for merchandise and mail orders
- Answer telephone inquiries
- Restock merchandise on the sales floor.
- Maintain displays
- Responsible for housekeeping of sales floor
- Report any needed repairs
- Maintain knowledge of Museum’s exhibitions, programs and events and inform customers
- Assist with annual physical inventory
- Other specified activities as required to meet the Museum Shop needs.

Qualifications:
Interpersonal and communication skills; efficiency; accuracy; discerning eye for merchandise display. High school graduate; sales and computer experience.

Salary: $12 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.