MUSEUM STORE ASSOCIATE – P/T

The Witte Museum reveals Texas Deep Time, the layers of what is now called Texas, from millions of years ago to the present. The Vision of the Witte is to be the preeminent center for relevant content and engaging experiences in environmental science, STEAM, and cultural stories to shape the future of Texas by empowering all people to create an extraordinary life. The Witte Museum, founded in 1926, opened a transformed museum campus in March of 2017 to critical acclaim, locally to internationally. The $100 million expansion ushered in a new generation of students and families from Texas and beyond who are empowered to discover nature, science and culture through immersive, interactive experiences in new galleries, labs and riverside habitats. The Witte has earned its reputation as “the People's Museum” because of a commitment to making lifelong learning accessible to all.

POSITION SUMMARY
The Museum Store Associate is a highly energetic individual who is passionate about enhancing the visitor experience. The Museum Store Associate provides excellent customer service to the museum visitors and always portrays a positive and professional image. The Museum Store Associate also promotes the museum's mission, exhibits, programs and special events. As a representative of the Museum, the Museum Store Associate maintains the highest level of courtesy and service to our visitors. The Museum Store Associate reports directly to the Museum Store Manager.

RESPONSIBILITIES:
• Provides courteous, helpful customer service within established store standards throughout the store including the selling floor
• Assists customers with purchase selections; responds to customer requests and inquiries
• Learns and effectively communicates product knowledge to customer as appropriate (i.e., new items, appropriate age ranges, etc.)
• Be attentive of daily activities throughout the Museum, memberships, and other information to assist visitors with their Museum experience
• Prepares store for daily opening and closing in a safe and efficient manner
• Assists in ensuring the selling floor is fully stocked and remains in a condition that is visually inspiring
• Carries out all Point of Sale (POS) transactions to maintain the integrity of the inventory; maintains a neat and orderly POS station
• Conscious of store sales goals and actively participates in achieving those goals
• Communicates best-selling items and inventory needs to Museum Store Manager
• Maintains merchandise displays and store appearance; dusts and cleans all shelves, cabinets, and products
• Participates in annual inventory count
• Other duties as assigned

EDUCATION:
• Required: High School Diploma or GED required

EXPERIENCE AND SKILLS:
• Minimum of one year retail experience
• Experience operating computerized POS system, at least 6 months
• Outstanding customer service
• Must be an energetic, enthusiastic individual with the ability to complete job assignments with minimal supervision
• Must be self-motivated, detail-oriented, possess excellent people skills and be guest driven
• Ability to work independently and as a team member
• Preferred: Knowledge of South Texas History, Science and Water Resources
• Preferred: Merchandising experience
• Preferred: Bilingual (English/Spanish)

PHYSICAL REQUIREMENTS:
• Must be in good physical condition, able to move moderately heavy objects (30lbs.), bend, walk, climb stairs, stand, and sit for extended periods of time
• Must be able to work a flexible schedule including evenings, weekends, and holidays

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

Résumé and Cover Letter may be emailed to: humanresources@wittemuseum.org