POSITION ANNOUNCEMENT

MUSEUM STORE ASSOCIATE – P/T

POSITION SUMMARY
The Witte Museum, a history and science museum along the San Antonio River, has a dynamic team and community based environment. The Witte Museum has 500,000 annual visitors and is a family focused museum.

The Witte Museum is where nature, science and culture meet. The museum store is seeking a highly energetic individual who is passionate about enhancing the visitor experience. This position is responsible for excellent customer service to the museum visitors and always portrays a positive and professional image. The Museum Store Associate will also promote the museum's mission, exhibits, programs and special events. As a representative of the Museum, the Museum Store Associate will maintain the highest level of courtesy and service to our visitors.

RESPONSIBILITIES:
• Provide courteous, helpful customer service within established store standards throughout the store including the selling floor
• Assist customers with purchase selections; respond to customer requests and inquiries
• Learn and effectively communicate 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
• Prepare store for daily opening and closing in a safe and efficient manner
• Assist in ensuring the selling floor is fully stocked and remains in a condition that is visually inspiring
• Accurately carry out all Point of Sale (POS) transactions to maintain the integrity of the inventory; maintain a neat and orderly POS station
• Be conscious of store sales goals and actively participate in achieving those goals
• Communicate best-selling items and inventory needs to Manager of Retail Services
• Maintain merchandise displays and store appearance; dust and clean all shelves, cabinets, and products
• Participate in annual inventory count
• Assist with other duties as assigned by the Museum Store Manager and Vice President of Retail

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: Bilingual (English/Spanish)
• Preferred: Merchandising experience

PHYSICAL REQUIREMENTS:
• Good physical condition; able to stoop, bend and lift 30lbs
• Ability to stand for extended periods of time
• Available to work store schedule, including evening and weekend hours as required

The Witte Museum is an equal opportunity employer.

Closing date: Open until filled

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