



MUSEUM STORE ASSOCIATE – P/T

The Witte Museum is where Nature, Science and Culture meet, through the lens of Texas Deep Time and the themes of Land, Sky, and Water. The Witte is the only museum that focuses on Millions, Thousands and Hundreds of years in what we now call Texas. The Witte inspires people to shape the Future of Texas through transformative and relevant experiences in engaging exhibitions and programs. Founded in 1926, the Witte is located along the San Antonio River and has recently renovated and expanded the entire museum campus.

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 Witte, the Museum Store Associate maintains the highest level of courtesy and service to our visitors. The Museum Store Associate reports directly to the Director of the Bolner Family Museum Store and Tremblay Family Café.

RESPONSIBILITIES:

- Provides courteous, helpful customer service within established store standards throughout the store including the selling floor
- Engages with and assists customers with purchase selections; responds to customer requests and inquiries
- Learns and effectively communicates product knowledge and overlapping exhibit knowledge to customers as appropriate (i.e., new items, appropriate age ranges, etc.)
- Be attentive of daily activities throughout the Museum, exhibits, memberships, and other information to assist visitors with their Museum experience
- Prepares store for daily opening and closing in a safe and efficient manner and ensures the daily duties are completed appropriately
- Carries out all Point of Sale (POS) transactions to maintain the integrity of the inventory; maintains a neat and orderly POS station; maintains an accurate cash drawer at all times
- Conscious of store sales goals and actively participates in achieving those goals; actively implements the Witte's core values and mission in their day to day tasks
- Communicates best-selling items and inventory needs to Director of the Bolner Family Museum Store and Tremblay Family Café
- Maintains merchandise displays and store appearance in a way that is visually inspiring; dusts and cleans all shelves, cabinets, and products; stocks shelves as needed
- Participates in annual inventory count; and scheduled store meetings
- Assists with tracking, receiving, and maintaining inventory as assigned by the Director of the Bolner Family Museum Store and Tremblay Family Café
- Other duties as assigned

EDUCATION:

- Required: High School Diploma or GED required

EXPERIENCE AND SKILLS:

- Minimum of one year retail experience, with cash handling 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
- Desire to work in a fast paced environment
- 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 (35lbs.), bend, walk, climb stairs and ladders, 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