



Job Description

Sales Associate (2 Positions)

Type: Part-Time, Non-Exempt; On-Site.

Museum of New Mexico Foundation is looking for two part-time **Sales Associates** for the New Mexico Museum of Art Vadem Contemporary museum shop. As part of our small and dynamic team, you'll be responsible for providing quality customer service that builds and increases sales in the Museum Store. Sales Associates assist in the daily operations in the Museum Store by helping customers on the selling floor and by utilizing quality customer's service, selling, and product knowledge skills, by helping to maintain an attractive and clean shop appearance and restock and display merchandise, and by being up-to-date on appropriate product knowledge for the merchandise sold in the shop.

Customer service is a top priority for this position in building relationships with, and serving, museum visitors. This role is the face of the Foundation at the Museum, creating strong partnerships with Museum staff and Museum Store Management.

We Want to Hear from You if You Are:

Sales driven with a strong focus on guest service and visual merchandising
Self-motivated with the ability to initiate and follow through on projects independently
Organized and detail oriented with strong multi-tasking skills

It Would be Great if You Also Have:

Experience with museums and retail operations
Experience with Windows, Microsoft Office, Excel, internet functions, and Win Retail POS system
Ability to work well with a team

Successful Candidates will have:

1+ year retail experience, or some equivalent combination of experience and education
Excellent Customer Service and mathematical skills in addition
Outstanding organizational and interpersonal skills, in addition to excellent verbal and written communications skills

Bonus Points for:

Experience with Non-profit organizations

Does any of this sound like you? If so, we want you to apply!

About the Role

As a **Sales Associate**, you'll be part of a highly-skilled team who supports the funding and administration of one of the country's largest state-run museum systems remains vital to the advancement of the art, history and culture of New Mexico and the world. Some of your tasks may include:

- Supporting the day-to-day operations of the shop, ensuring a welcoming and safe environment for our customers
- Ensuring merchandise is set according to the presentation plan
- Ensuring that the highest level of customer service is provided
- Preparing store for exhibit related product features
- 90%+ of time is in the store selling, maintaining store displays, putting out product and alongside Museum Shop Managers
- Assisting with Annual Shop Inventory

****Please Note:** Store Associates may be expected to have assist with special museum events. ******

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

About the Team

The Museum of New Mexico Foundation supports the Museum of New Mexico system, in collaboration with the Museum of New Mexico Board of Regents and the New Mexico Department of Cultural Affairs. The Foundation's principal activities are fund development for exhibitions and education programs, retail and licensing programs, financial management, advocacy and special initiatives.

The Foundation serves these New Mexico Department of Cultural Affairs institutions:

- Museum of Indian Arts and Culture | Laboratory of Anthropology
- Museum of International Folk Art
- New Mexico History Museum and Palace of the Governors
- New Mexico Museum of Art
- New Mexico Historic Sites
- Office of Archaeological Studies

Since its inception, the Foundation has raised more than \$90 million in total giving from 25,000 donors and more than 15,000 members.

Museum of New Mexico Foundation truly embraces diversity, inclusion and equal opportunity, both in our hiring practices and employee experiences. We are committed to building a team that represents a variety of backgrounds, perspectives and skills. We strive to create a mindful and respectful environment where everyone can bring their authentic self to work and experience a culture free of harassment, racism and discrimination.