MUSEUM OF NEW MEXICO FOUNDATION

Job Posting: Sales Associate (1 full-time and 1 part-time)
Status: Full-time and part-time; Non-Exempt
Salary: Hourly rate for non-exempt
Location: Retail Stores in Santa Fe, NM

Join us in shaping the future of the Museum of New Mexico system.

Museum of New Mexico Foundation is looking for one full-time and one part-time Sales Associate to help cover one or more of our five retail shops in Santa Fe, NM. 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.

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

What you'll do

- Assist in the day-to-day operation of the shop
- Help customers on the selling floor, utilizing quality customer service, selling and product knowledge skills
- Respond to customer problems quickly and professionally, referring customer service issues to the Shop's Manager when necessary
- Maintain an attractive an clean shop appearance and restock and display merchandise as needed

What you'll bring

- Sales driven with a strong focus on guest services 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

Required qualifications

- 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
- Verbal and written communications skill

Why you should join us

Full-Time Benefits. 14 paid holidays per year, paid birthday leave, and 20 days of PTO per year for the first two years of employment. We offer 403(b) and 401(k) plans, and health, dental, and vision plans. We also provide AD&D insurance and $50,000 of life insurance at no cost to you.

Museum membership. Our staff receive a complimentary sponsorship level Foundation membership, granting you free unlimited admission to four state museums in Santa Fe as well as seven of the eight historic sites statewide. You will receive invitations to exhibition previews and members-only events, subscriptions to *El Palacio* and *Member News* magazines, and a 25% discount at all MNMF shops.

Mission-driven work. Our role and impact in supporting 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. Support the mission of the New Mexico History Museum to tell New Mexico's oldest stories, collect some of its oldest objects, and to preserve other cultural resources that represent the state's centuries-long narrative.

How to apply

Please e-mail PDFs of your resume and cover letter to apply@museumfoundation.org, including "Sales Associate" in the subject line of your e-mail. No phone calls please.

The Museum of New Mexico Foundation is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, pregnancy, disability, age, veteran status, or other characteristics.