

**Newark Museum Association
Position Announcement**

Merchandise Assistant

Position Objective:

The Newark Museum Shops generate revenue to support The Newark Museum's mission and exhibits. Under the supervision of the Museum Shop Coordinator, the Merchandise Assistant performs a wide variety of duties in support of the earned income Museum Shop mission. These include receiving merchandise, mail order and web fulfillment and selling merchandise and processing sales requests.

Specific Duties and Responsibilities:

- Receive, tag, and return merchandise
- Update and transfer merchandise
- Responsible for care and storage of stop merchandise
- Assist with purchase order preparation
- Reconcile vouchers/invoices
- Process interdepartment requests
- Communicate merchandise information to sales staff
- Fulfill mail orders, wholesale and web orders
- Fill in on sales floor as necessary
- Assist with shop event setups and sales
- Answer telephone inquiries
- Maintain knowledge of Museum's exhibitions, programs and events
- Assist with annual physical inventory
- Assume other specified activities as required to meet the Museum Shop needs.

Qualifications:

High School diploma or equivalent is required. Computer and POS system experience, ability to input information quickly and with a high level of accuracy. Strong communication and organizational skills. Ability to handle multiple tasks, physical ability to move boxes and merchandise.

Send letter of application and resume to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Humanresources@newarkmuseum.org

The Newark Museum is an equal opportunity employer. Please be advised that due to the high volume of applicants, we can only contact those candidates whose qualifications meet the requirements of this position.