

**Newark Museum Association  
Position Announcement**

**Part Time Sales Associate**

**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 Sales Associate performs a wide variety of duties in support of visitor services and special event functions of the museum. These include providing professional customer service to museum constituency and staff through selling merchandise and processing sales request.

**Specific Duties and Responsibilities:**

- Work on Sales floor
- Provide product information to customer
- Record requests for merchandise and mail orders
- Answer telephone inquires
- Restock merchandise on the sales floor.
- Maintain displays
- Responsible for housekeeping of sales floor
- Report any needed repairs
- Maintain knowledge of Museum's exhibitions, programs and events and inform customers
- Assist with annual physical inventory
- Other specified activities as required to meet the Museum Shop needs.

**Qualifications:**

Interpersonal and communication skills; efficiency; accuracy; discerning eye for merchandise display. High school graduate; sales and computer experience.

Send letter of application and resume to:

Human Resources  
Newark Museum  
49 Washington Street  
Newark, NJ 07102  
[Humanresources@newarkmuseum.org](mailto: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.*