

## **Part-Time Position Available Retail Services Associate**

The National Cowgirl Museum & Hall Of Fame is accepting candidates for dedicated retail sales staff.

Retail Sales Associates are responsible for welcoming guests, selling museum-related merchandise, and offering exceptional customer service. Associates assist the shop manager in daily operations including administrative tasks, data entry, receiving merchandise, visual merchandising, inventory, and other tasks as deemed appropriate.

### **Core Job Duties:**

- Always maintains a positive selling environment focused on stellar customer service.
- Be knowledgeable of museum departments, programs and events; exhibit good phone etiquette.
- Be knowledgeable of shop merchandise availability, features, and benefits.
- Comfortably interact with visitors for sales and gather feedback on their experience.
- Processes all sales: store, email, phone & online orders including shipping, without supervision.
- Positively & proactively responds to all customer concerns and prioritize multiple tasks in a fast-paced environment with a minimum of direction.
- Balances the daily cash registers and reconcile receipts.
- Plus for experience in these areas: visual merchandising, order fulfillment, websites, blogging.

### **General Qualifications:**

- This position reports to the Shop Manager & Buyer.
- Two years minimum experience in a retail setting with a solid knowledge of retail sales, merchandising, inventory, and computerized POS registers for sales & inventory processing.
- Ideal candidates will strongly demonstrate these qualities: enthusiasm, initiative, patience, stress tolerance, adaptability, persuasiveness, and integrity.
- Proficiency with Windows based software.
- Inventory, shipping, and order fulfillment experience a plus.
- This is a part-time position; hours to vary from 15-30 hours week.

### **Working Conditions:**

- Working in a museum is a wonderful and inspiring experience.
- Great core hours 9:30-5:30pm. Weekend shifts required. Must be willing to work most holidays and occasional evenings as required.
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolonged standing, twisting, stooping, squatting, climbing.
- Must be able to lift and carry up to 40 lbs unassisted. Must be able to move, operate and climb a 5ft ladder.

Submit resume with references via email to [concierge@cowgirl.net](mailto:concierge@cowgirl.net).

