



Position Title: Retail Services Associate
Department: Retail
Location: Georgia O'Keeffe Museum, Santa Fe, NM
Pay Range: \$16.00/hr.
Hours: Full-Time or Part-Time

Position Summary

The Retail Sales Associate works in the Museum's retail services operation, representing the Museum in greeting and assisting visitors to the highest degree of professional competence. The success of this position is measured through daily sales, repeat business, and happy customers.

Responsibilities include but not limited to

- Assist customers with purchases, ring up transactions on point-of-sale system, and bags/packs merchandise after purchase.
- Performs daily cash management including opening/closing the register(s), orders change from accounting, safely secures banks in the safe.
- Restock merchandise as needed, cleans/organizes merchandise to maintain store appearance and visual merchandising layout.
- Maintains product knowledge and keeps a record of vendors for new employees to read.

Special Projects or Additional Duties

- Complete special projects or additional duties as assigned, and consistent with the skills, training, level of responsibility and other requirements for this position.

Background and Qualifications

- High School or GED Preferred
- Front-Facing Retail Experience Preferred

Skills and Abilities

- Excellent customer service skills
- Excellent verbal communication and problem-solving skills
- Ability to operate a point-of-sale system

Benefits

This position is eligible for some benefits including 403b retirement plan with employer match, museum membership, retail store discount, Employee Assistance Program, and PTO!

To be considered, please send your resume to:

Jobs@okeeffemuseum.org

The Georgia O'Keeffe Museum is an equal-opportunity employer and considers all candidates for employment based on such factors as knowledge, education, skill, experience, the ability to perform required activities and availability, and without regard to race, religion, color, sex, sexual orientation, age, ancestry, citizenship, national origin, disability or any other legally protected status.

Applicants must be authorized to work in the US for any employer, without needing sponsorship.