

Part-Time Museum Store Associate

The Amerind Foundation is seeking a detail-oriented, thorough, and organized sales associate to join our team. In this position, you will play a key role in driving sales by engaging visitors and assisting in selecting and handling customer purchases. You will also operate a cash register, keep the store tidy, restock merchandise, and assist our volunteers as needed. You will be responsible for opening the museum and art gallery, (turning on lights, checking exhibits, starting videos, unlocking doors, and sanitizing). Must be willing to work weekends and special events.

Duties and Responsibilities

Greet customers and inquire about their needs; Restock merchandise; Advise customers and assist when needed to locate products; Operate cash register and reconcile at the end of day; Assist customers with purchases; Work with other team members and leaders to ensure a high-quality customer experience; Clean and tidy store and museum as needed (dusting, cleaning glass, checking trash, and sanitizing); Cover the admissions desk when the volunteer needs a break; Assist with the training and scheduling of volunteers; and other duties as assigned.

Requirements and Qualifications

High school diploma or equivalent; Previous experience in sales, retail, or related field; Strict adherence to company philosophy and mission statement; Knowledge of Native American cultures preferred; eagerness to learn a plus; Possess an energetic, outgoing, and friendly demeanor; Excellent verbal and written communication skills; Ability to approach and interact with customers; Basic computer skills (operating computerized cash register); Ability to work independently and as an active member of a team; Required to work weekends and be flexible regarding your schedule; Must be able to pass a criminal background check. This is a smoke free and drug free environment.

Application.

Please contact Amerind to complete a job application by emailing amerind@amerind.org, visiting Amerind office 8-5 pm, M-F, calling (520) 586-3666 or visiting our website – amerind.org. Review of applications will continue until filled. Hiring is anticipated when a qualified applicant is found. Amerind is an equal opportunity employer.