

Phoenix Art Museum is looking for a **Retail Sales Associate** to provide sales assistance to Museum patrons by answering inquiries in person and on the phone, offering good product knowledge, using point of sale (POS) system to tag and sell merchandise, and offering polite, courteous service.

Job Duties Include:

1. Report to work punctually, prepared for each scheduled shift.
2. Offer prompt, courteous service to the Museum Store's patrons; provide professional, knowledgeable sales help and advice.
3. Accurately operate cash register.
4. Maintain neat and clean shop by dusting, wiping, polishing, etc. as needed.
5. Restock merchandise in accordance with manager's merchandising plan.
6. Remain informed and answer questions regarding exhibitions and events at the Museum.
7. Actively promote on-site membership sale.

Minimum Qualifications:

1. High school graduate or equivalent.
2. Experience in cash handling and knowledge of cash handling procedures.
3. Proficient in the use of a cash register/POS system.
4. Neat, professional image and positive attitude.
5. Computer skills preferred.
6. Strong communication skills and ability to interact effectively with a wide range of Museum members, visitors, volunteers and staff.
7. Must be able to lift and/or carry up to 25 pounds, sometimes repeatedly, sometimes intermittently, during the course of a shift.

Submit cover letter and resume to job code PAM-RSA:

Email: HR@phxart.org

Fax: (602) 257-2127

Mail: Human Resources Department
Phoenix Art Museum
1625 N. Central Avenue
Phoenix, AZ 85004-1685

Job Status: Regular, part-time, non-exempt

EOE