

MFAH *The Museum of Fine Arts, Houston*

Position Available

Title:	Sales Assistant, The Shop at Bayou Bend (Part Time, Temporary)
Reports To:	Manager, MFAH Stores
Pay Type:	Hourly, Nonexempt, Part Time, 25 hours/week
Salary:	Commensurate with Experience and Education
Benefits:	Holiday Pay, Museum Membership and Discounts
Work Schedule:	To Be Determined
Work Location:	Beck Building, a non-smoking facility

Responsibilities:

- Operate the cash register
- Make cash, check, and credit card sales
- Assist customers with information
- Increase sales through product knowledge, instigating customer contact and rapport, using selling techniques to motivate larger total dollar sales, and insuring customer's satisfaction and return
- Take special orders and route mailing requests to manager
- Keep a point of sale inventory and alert manager to need for special requests, reorders
- Restock, assist in merchandising and display, and cleaning and straightening of shelves
- Accurately close out, count money, make sales reports, and deposits at end of day
- Greet visitors
- Provide information and literature to visitors
- Explain the various tour options (60 min., 90 min., or self-guided, depending on date)
- Sell admission tickets using computerized system
- Direct guests to Bayou Bend and to Visitor Cottage
- Provide directions, and offer recommendations for local eateries, etc.
- Other duties as assigned

Skills, Knowledge and Abilities:

- Good communications and interpersonal skills
- Knowledge of art/art history
- Highly motivated self-starter with the ability to work with minimum supervision
- Ability to perform light lifting, climb ladder and physically able to stand for long periods

Education and Experience:

- Some college
- 1-2 years of experience in retail preferred
- Courses in art or art history desirable

The MFAH is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on any basis including race, creed, color, age, sex, religion, national origin, genetic information, handicap, or status as a disabled and/or Vietnam Era veteran. For more information, visit our website at <http://mfah.org/about/careers/>

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How to Apply:

Send resume to Human Resources, Job 19-1039RET, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.

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