

MFA *The Museum of Fine Arts, Houston*

Position Available

Title: Sales Assistant
Reports To: Manager, MFAH Stores
Pay Type: Part-Time, Regular, Non-Exempt, 25 hrs/week
Salary: \$10.00/hr
Benefits: Retirement Plan (Supplemental Only), Paid Time Off, Reserve Time Off, Holiday Pay, Museum Membership and Discounts
Work Schedule: TBD
Work Location: Museum Properties, non-smoking facilities

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
- Assists in training of all other bookstore and gift shop sales staff
- Acts as supervisor when manager is unavailable

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
- At least one year of experience in sales
- Courses in art or art history desirable

How to Apply:

Send resume to Human Resources, Job 18-007RET, P.O. Box 6826, Houston TX 77265-6826; Fax 713-639-7508 or email: jobs@mfah.org.