

Contemporary Arts Museum Houston

MUSEUM SHOP ASSISTANT

A Museum Shop Assistant is a non-exempt, part-time member of the Museum's staff who assists in the operations of The Museum Shop. She/he has considerable primary customer contact and is responsible for the quality of customer service rendered to the Museum's visitors while she/he is on duty. The employee is responsible for the Shop's general appearance while on duty, and may assist with data entry and other inventory-related tasks. The position involves significant weekend and evening hours including public and private events that occur outside regular Museum hours. The Museum Shop provides an educational service for visitors to the Contemporary Arts Museum Houston, supplementing the Museum's programs that further the public's understanding of contemporary art and for generating income to help it carry out its mission.

Principle Duties and Responsibilities

- Provides customer service in the Shop as a sales clerk and cashier
- Answers general questions about the Museum
- Sells Museum memberships
- Receives, codes, and prices incoming merchandise, as directed
- Performs light housekeeping, such as dusting merchandise
- Re-stocks depleted merchandise
- Performs data entry for Shop's point-of-sale inventory system
- Opens and closes sales register
- Assists Museum visitors by giving directions and providing information on other Houston attractions and museums
- Other duties as assigned

Reports to: Retail Operations Director

Supervises: The position has no supervisory responsibilities.

Qualifications:

- Previous customer service experience a plus, particularly as a cashier or in a retail establishment
- Knowledge of/interest in contemporary art and art books a plus
- Excellent customer relations and sales skills
- Knowledge of Houston area preferred
- Ability to communicate effectively both orally and in writing
- Ability to perform under pressure
- Ability to work well independently as well as in a team environment
- Must be reliable, punctual, personable, self-motivated and directed

Please email resume and cover letter to:

Sue Pruden, Retail Operations Director, spruden@camh.org