



Museum Store Associate (part time)
(Spanish Bilingual Preferred)

Department: Finance
Reports To: Museum Store Manager
FLSA Status: Part-Time/Non-Exempt

Summary

The Museum Store Associate is responsible for ensuring that our visitors have the highest quality Museum Store experience.

Job Duties:

- Provide exceptional guest service as you support the store management team in day-to-day operation
- Ensure that our guests have a positive shopping experience
- Engage with guests and create an entertaining, fun, exciting and memorable experience
- Open, close and balance the cash register on a daily basis
- Comply with all of the Museum's cash handling, financial accounting and financial reporting policies and procedures.
- Perform other duties, tasks, projects, and responsibilities as needed

Key Requirements:

- Minimum 3 years of recent cash handling and customer service experience in retail or retail-related environment
- Prior retail keyholder, retail supervisory, cash-handling, and customer service experience required
- Strong merchandising skills a must
- Must be able to work a flexible schedule, weekends, early evenings and holidays
- Must naturally enjoy interacting with people of all ages
- Ability to proactively intercept, engage, and demonstrate product to customers in a positive, welcoming and outgoing manner, and able to effectively communicate product features
- Must be welcoming, positive, engaging and friendly towards our guests, team members, and Museum staff
- Embraces values of Respect, Integrity, and Excellence in the workplace

Physical Requirements

- Standing and walking are required
- Lifting up to 40 pounds

Competencies:

1. Judgment/Decision Making
2. Communication – Oral and Written
3. Organization/Planning
4. Business Literacy
5. Customer Focus
6. Integrity
7. Initiative
8. Collaboration/Teamwork

The Dallas Holocaust Museum and Human Rights Museum is an equal opportunity employer, we value and strongly encourage a diverse environment.

If interested, please submit your resume and cover letter to resume@dhhrm.org