

**Job Title:** Museum Store Associate, Part-time

**Reports to:** Managing Director, Business Operations

**Job Summary:**

The Weitzman National Museum of American Jewish History's mission is to present educational programs and experiences that preserve, explore, and celebrate the history of Jews in America. Our purpose is to connect Jews more closely to their heritage and to inspire in people of all backgrounds a greater appreciation for the diversity of the American Jewish experience and the freedoms to which Americans aspire.

The Museum Store has a vibrant brick & mortar and online presence and is an extension of the Museum and its ethos. We are looking for motivated, personable, outgoing, and confident candidates to welcome our visitors with warmth and provide excellent customer service. Visiting the Store is part of the Museum experience and often the guest's last stop before exiting. As ambassadors of the Museum, we want to leave a positive lasting impression on the visitor.

Museum Store Associates will greet and assist visitors and customers, answer questions about products and educate the customer, unpack, ticket, and display merchandise, handle credit card and cash transactions, maintain Store cleanliness, and perform other duties as assigned.

**Essential Duties:**

- Actively greet and assist customers
- Uphold our superior level of customer service
- Maintain a clean, organized store.
- Restock store products with direction from store management.
- Receive, price, and ticket merchandise when necessary
- Establish a working relationship with all store staff and fellow Museum staff to support Museum initiatives and special projects. Must be a team player
- Perform daily activities assigned by store management
- Complete sales transactions
- Ability to effectively maneuver around sales floor, repetitive bending, prolonged standing, twisting, stooping, squatting
- Ability to perform other tasks as assigned by Store Management without hesitation
- Learn and disseminate information about The Weitzman and surrounding neighborhoods

**Required Skills & Qualifications**

- Working knowledge of POS systems, Microsoft Office
- Upbeat and energetic
- Weekend and evening availability
- College degree or some college preferred
- Experience with Shopify or similar platforms a plus
- Strong communication skills (oral, written, and presentation)
- Hands-on, initiator, and hard worker
- High performer, driven through self-motivation and agility

- Knowledge of Judaism is a strong plus
- Detail-oriented
- Punctuality and reliability a must
- A team player
- Ethical, honest, and accountable
- Adobe Photoshop experience preferred but not required

Providing visitors with an optimal experience that enhances their overall Weitzman visit is our top priority. We work as a team with other departments and employees are expected to perform cross-functional tasks as assigned by their supervisor. This job description describes the general nature of the position but does not include all duties.

To apply, please email [nmajh-employment@nmajh.org](mailto:nmajh-employment@nmajh.org). Please attach a resume and cover letter. Only qualified applicants will be contacted. Please, no calls.