

Weitzman National Museum of American Jewish History Job Description

Assistant Store Manager

ORGANIZATION SUMMARY

The Weitzman National Museum of American Jewish History (The Weitzman), on historic Independence Mall in Philadelphia, presents educational programs and experiences that preserve, explore, and celebrate the history of Jews in America. Its 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 Weitzman's vision is to be the preeminent national museum creatively teaching, interpreting, and inspiring dialogue about the American-Jewish experience in the context of American history. The Museum will be a force fueling the American spirit of courage and imagination, aspiration and hard work, leadership, and service, through active engagement with the stories of American-Jewish life and tradition.

JOB SUMMARY

The Weitzman National Museum of American Jewish History (The Weitzman) seeks a motivated and detail-oriented Assistant Museum Store Manager to join our team. This role is multifaceted and crucial to the smooth operation of our store, providing excellent customer service, fulfilling web orders, and handling front-of-house sales. The ideal candidate will have significant experience in shipping and retail and be highly computer-literate, organized, and professional. Knowledge of Judaism is a plus. Shopify experience, visual merchandising, and display skills a plus. Weekends are required.

JOB RESPONSIBILITIES

Financial

- Accurately perform all point-of-sale (POS) related activities, including cash-outs
- Receive shipments, price, and display merchandise
- Adhere to all established loss prevention and operational policies and procedures
- Identify and capitalize on opportunities to sell Museum memberships

Merchandising/Front of House

- Take an active role on the sales floor, ensuring all clients are greeted and engaged
- Educate visitors on the store's extensive Judaica content and other merchandise
- Merchandise incoming stock on the sales floor, in an attractive way that is accessible to shoppers
- Assist in the day-to-day supervision of the Store to ensure a high level of customer service, assuming full supervisory responsibility for the store in the absence of senior management.



- Ensure employees and volunteers are knowledgeable in visitor satisfaction methods, store products, and retail operations
- Foster a collaborative and engaging environment

Online Store

- Assist in the management and fulfillment of online orders.
- Add and edit products on Shopify platform

QUALIFICATIONS

- Advance knowledge of Shopify, Constant Contact, or similar platforms is a STRONG plus
- 2 years' retail sales required, some management experience preferred.
- Talent for merchandising product displays and organizing, a STRONG plus.
- Decision-making, problem-solving, positively resolving customer issues in the moment, a high level of customer service, and building relationships with clients.
- Availability to work weekends, holidays, and occasional evenings
- Working knowledge of information technology and business software applications, particularly PCs, the Microsoft Suite, Shopify, and Constant Contact.
- Some knowledge of Judaism and/or Hebrew preferred but not required

Physical Requirements

- Ability to lift, carry, push, and pull items weighing up to 35 lbs.
- Ability to spend a considerable amount of time standing
- May spend time sitting, using a computer
- Ability to climb short ladders
- Salary Range \$45,000 - \$48,000

Please submit your resume including salary requirements to: Employment@TheWeitzman.org