



MUSICAL INSTRUMENT MUSEUM

## Job Description

**Position Title:** Sales Associate (part-time)

**The Mission of MIM:** The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul. For more information visit our website at [MIM.org](http://MIM.org).

**Museum Store Mission Statement:** The Museum Store enhances the guest experience and promotes the museum's mission by offering merchandise that educates, inspires, and entertains. Profits support MIM and its programs.

**Position Summary:** Understand the mission statements of both the MIM and retail operations in order to enhance the museum experience for each guest while helping generate revenue for the Museum. Hours are part-time (18 hours per week). Must have open and flexible availability including weekends, holidays, some evenings, and for special events. This part-time position pays \$12.00 per hour.

### Responsibilities:

- Provide excellent customer service to all MIM guests.
- Process sales transactions accurately using Counter-Point SQL.
- Perform shop opening and closing functions.
- Assist with restocking, cleaning, and merchandising in the store and retail storage areas.
- Assist with cycle counts and inventory.
- Assist with other projects as required.
- Must follow department dress code.

### Qualifications:

- High school or equivalent degree and at least 2 years of retail experience in a museum, book, or music store is desirable. Knowledge of music and musical instruments preferred.
- Ability to communicate effectively with visitors, team members, and volunteer team members.
- Ability to compute rates and percentages.

- Ability to balance a cash register.
- Ability to solve practical problems and interpret written and verbal instructions.
- Ability to stand during shift and lift and move up to 40 lbs.
- Supervisory responsibilities: None

For more information please visit our website at MIM.org

Qualified candidates should submit a resume and cover letter via the link below:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=79779&lang=en\\_US&source=CC3&cclId=19000101\\_000001](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&jobId=79779&lang=en_US&source=CC3&cclId=19000101_000001)