



Position: **Museum Store Sales Associate**

Employment Type: **Part-Time / 10 to 20 hours per week**

Reports to: **Retail Manager**

Frank Lloyd Wright's Martin House is seeking a qualified individual to work in our museum store located in the Parkside district of Buffalo. This individual will work to ensure the highest level of visitor experience in the museum store and will be fully competent in selling all museum store product. Daytime hours only. Weekend availability is required.

Duties and Responsibilities:

- Provide excellent customer service and promote retail sales.
- Operate a computerized point of sale cash register and inventory management system; including accurate entering of sales and credit card transactions.
- Maintain inventory in an organized manner both on the floor and in storage areas.
- Receive, count and label merchandise for display and sale.
- Maintain an orderly environment within the shop and the cash/wrap area.
- Assist with guests' questions and concerns.

Position Requirements

- Strong basic computer skills.
- Minimum of 1 year of retail experience.
- Ability to routinely go up/down stairs and repetitively bend to lift more than 20 lbs.

Apply to HR@martinhouse.org with resume and cover letter. This position starts at \$13/hour, but may be adjusted based on experience. It is the policy of Frank Lloyd Wright's Martin House to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.