



# Montclair Art Museum

## Museum Store- Sales Associate Position Job Description

Department: Operations  
Reports To: Store Manager

Responsibilities include, but are not limited to, the following:

1. Arriving 15 minutes before store opening time to prepare the cash drawer and check supplies of bags, boxes, and other items needed for daily sales operations.
2. Maintaining adequate cash drawer by contacting the Accounting office for change as needed.
3. Filling in stock from storage areas as needed or requested, maintaining neatness and cleanliness of the store area.
4. Maintaining a working knowledge of the store products and current and upcoming museum exhibitions. This information is generally obtained from reading the museum's bulletins, catalogs, and memos provided from various museum staff and the store manager.
5. Assisting in ticketing and displaying of store merchandise as requested.
6. Assisting customers in making selections.
7. Processing phone, e-mail, and special orders for customers.
8. Promoting benefits of Museum Membership to customers
9. Assist in maintaining an accurate store inventory all year round.
10. Assisting with the annual store inventory
11. Closing out the register, balancing the cash drawer and credit card machine, and completing the cash report at the close of the business day.