



**Job Description
Museum Store Assistant**

Classification: Non-Exempt

Reports To: Museum Store Manager

Hours: Saturday, 9:30 am – 5:00 pm and Sunday, 11:30 am – 5 pm.

Description of the Museum and Its Mission

The Metal Museum is the only museum of its kind in the country dedicated to the advancement of the art and craft of fine metalwork. The Museum engages the metals community and the surrounding region through exhibitions, collections of fine metalwork, educational programs and publications featuring artists of national and international importance to the field. The permanent collection and exhibition program reflect a wide range and mixture of metalsmithing, including ferrous and nonferrous metals, hollowware, jewelry and architectural elements. With its unique focus on artwork and fine crafts made in metal, the Metal Museum helps initiate and promote dialogue and understanding of the field and its relevance in our modern culture.

Purpose of the Position

Further the mission of the Metal Museum by offering professional retail opportunities to working metalsmiths and educating our audience about the value of fine metal craft.

Essential Functions and Responsibilities

1. Provide excellent customer service.
2. Demonstrate knowledge of the Museum Store’s 50+ artists and their work.
3. Handle cash according to opening and closing procedures.
4. Operate a POS register.
5. Restock inventory and maintain displays.
6. Assist the Store Manager as needed.

Qualifications

Education: High school diploma or GED. College degree preferred, but not required.
Experience: Minimum 1-2 years retail experience preferably at a museum or specialty store.
Skills/Abilities: Ability to communicate clearly and concisely
Detail oriented
Strong organization skills

Compensation

\$15 per hour

To Apply

Please send a cover letter and resume/cv combined as one pdf document to Executive Director Carissa Hussong at carissa@metalmuseum.org. Please use the subject line: Application Museum Store Sales Associate/First Name Last Name. No phone calls, please.