The Menil Collection
Employment Opportunity

Title: Bookstore Associate

Department: Bookstore

Reports to: Bookstore Manager

Status: Full-time

General Responsibilities

The Bookstore Associate collaborates with the Bookstore Manager in all aspects of operations including, merchandising, marketing, and inventory management.

Specific Duties

1. Create a pleasant and friendly environment by actively greeting customers, assisting them with their shopping needs, offering gift ideas/suggestions, and processing sales.
2. Increase sales through improved merchandise selection, in-store visual merchandising, on-line presence, coordination with museum events. Ensure merchandise and promotional displays are neat, correct, and stocked.
3. Responsible for daily store opening and closing routines.
4. Collaborate with staff in various departments for product ideas, and then research vendors and investigate appropriate product lines to carry in the Bookstore.
5. Along with the Bookstore Manager, develop and create proprietary merchandise.
6. Assist in merchandising the Bookstore to maximize sales and create displays for optimal product exposure.
7. Assist with buying, receiving, and stocking of merchandise.
8. Exhibit knowledge of and interest in institutional history, current exhibitions, and programs.
10. Operate a cash register, receive payments for merchandise sold, register payments, and account for cash received.
11. Record and complete charge slips for credit transactions.
12. Work with the Bookstore Manager in creating, maintaining, and supervising the annual budget.
13. Take special orders for books and merchandise not currently in stock.
14. Maintain records and inventories.
15. Safeguard bookstore property and merchandise against pilfering and shoplifting.
16. Provide administrative support to the Bookstore Manager, as needed.

Qualifications

1. Bachelor’s degree and at least two years of direct retail sales and customer service experience of similar scope.
2. Merchandising and display experience helpful.
3. Must be able to demonstrate at all times pleasant, courteous, and professional demeanor and presence.
4. Knowledge of and interest in art history.
5. Willing to learn general and specific information about the Menil’s facilities and programs.
6. Ability to lift at least 25 lbs.
7. Must pass a criminal background check.

How to apply

For immediate consideration, please email your resume and cover letter to hr@menil.org. You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.