

The Menil Collection Job Description

Title: *Bookstore Associate (part-time)*

Department: Bookstore

Reports to: Bookstore Manager

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, online presence, coordination with museum and café events. Ensure merchandise and promotional displays are neat, correct, and well-stocked.
3. Responsible for daily store opening and closing routines.
4. As directed by the Bookstore Manager, interview staff in various departments for product ideas.
5. Along with the Bookstore Manager, develop and create proprietary merchandise.
6. Assist in merchandising the Bookstore to maximize sales and create displays for effective product exposure.
7. Receive and stock merchandise.
8. Exhibit a knowledge of and interest in institutional history, current exhibitions, and programs.
9. Fulfill wholesale, institutional, and internet orders of Menil publications.
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. Take special orders for books and merchandise not currently in stock.
13. Maintain records and inventories.
14. Safeguard bookstore property and merchandise against pilfering and shoplifting.
15. Provide administrative support to Bookstore Manager, as needed.

Schedule

Wednesdays and Saturdays 11:00 a.m. – 7:00 p.m., Sundays noon – 5:00 p.m

Qualifications

1. Bachelor's degree and at least two years of direct retail sales and customer services 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 criminal background check.

Applicants may send a resume and cover letter to: Director of Human Resources, The Menil Collection, 1511 Branard Street, Houston, Texas 77006. Application materials may also be emailed to: smmaloch@menil.org.