



## **POSITION: Operations and Retail Associate**

**CLASSIFICATION:** Non-Exempt

**REPORTS TO:** Museum Director

**STATUS:** Part-time (includes weekends and some evenings as required)

### **JOB SUMMARY**

The Walter Anderson Museum of Art is an accredited museum of art located in the city of Ocean Springs, Mississippi. "WAMA" opened in 1991, and is dedicated to the preservation and promotion of the works of Anderson. WAMA houses and exhibits a growing permanent collection of art by both Anderson and members of the Anderson family, as well as the works of others who were also inspired by nature.

**The Walter Anderson Museum of Art seeks a dedicated and reliable individual to assist in operations and retail duties.**

### **ESSENTIAL FUNCTIONS**

- Operate point of sale system
- Welcome and serve guests and members
- Stock and maintain appearance of Museum shop
- Cleaning and care of facility
- Help build and maintain integrity of on-line store
- Shipping and receiving
- Assist with setup and breakdown at Museum events
- Provide general administrative support

This list of essential functions is not designed to be a comprehensive itemization of every activity, duty, or responsibility that may be encountered. Activities, duties, and responsibilities may be changed, added, or eliminated at any time with or without notice.

### **COMPETENCY**

- Detail oriented and organized self-starter
- Ability to quickly learn new technologies and to troubleshoot
- Trustworthy and professional
- Strong aptitude for customer service
- Experience in retail and POS systems
- Demonstrated versatility and problem-solving ability
- Ability to carry 40lbs short distances and assist in event set up and take down
- General enjoyment of physical work

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work will be performed indoors in an office setting, throughout the museum at special events, and at various offsite locations as dictated by job duties
- Work hours will be a combination of weekday, evening, and weekend, as needed

## **EXPECTED HOURS OF WORK**

This part-time hourly position requires approximately 20-25 hours a week with periodic after-hours event support. Weekend hours required. Weekday hours during Museum open hours.

## **PREFERRED EDUCATION AND EXPERIENCE**

Associate degree, some college, or college degree. Professional experience can be substituted for college education with a high school diploma.

## **ADDITIONAL ELIGIBILITY QUALIFICATIONS**

- Applicant must pass a background check and a 60-day probationary period.

The Walter Anderson Museum of Art is an Equal Employment Opportunity Employer. This position is open to all qualified individuals. If you are not a US citizen, you must possess sufficient legal documentation and permission to work in the United States (and provide if requested).