Newark Museum Association

Title: Merchandise Assistant

Location: 49 Washington Street, Newark, NJ 07102

Job Type: Part-Time

Compensation Type: Hourly

Start Date: 8/11/2017

Job Description: The Newark Museum Shops generate revenue to support The Newark Museum’s mission and exhibits. Under the supervision of the Museum Shop Coordinator, the Merchandise Assistant performs a wide variety of duties in support of the earned income Museum Shop mission. These include receiving merchandise, mail order and web fulfillment and selling merchandise and processing sales requests.

Primary Responsibilities:

- Receive, tag, and return merchandise
- Update and transfer merchandise
- Responsible for care and storage of stop merchandise
- Assist with purchase order preparation
- Reconcile vouchers/invoices
- Process interdepartment requests
- Communicate merchandise information to sales staff
- Fulfill mail orders, wholesale and web orders
- Fill in on sales floor as necessary
- Assist with shop event setups and sales
- Answer telephone inquires
- Maintain knowledge of Museum’s exhibitions, programs and events
- Assist with annual physical inventory
- Assume other specified activities as required to meet the Museum Shop needs

Qualifications:

- High School diploma or equivalent is required
- Computer and POS system experience
- Ability to input information quickly and with a high level of accuracy
- Strong communication and organizational skills
- Ability to handle multiple tasks
- Physical ability to move boxes and merchandise

Application Instructions: Send letter of application and resume to:

Human Resources
Newark Museum
49 Washington Street
Newark, NJ 07102
Fax: 973-642-0459
Humanresources@newarkmuseum.org
**About the Organization:** Since its founding in 1909, The Newark Museum has been guided by a commitment to building major collections, as well as a commitment to educating the public and serving the community. The Museum features over eight galleries and houses one of the most extensive collections of American art - paintings, sculpture and decorative objects spanning three centuries. In addition, the Museum contains impressive holdings of African art, Classical art, European and American decorative arts and arts of Asia, including the largest collection of Tibetan art in the Western Hemisphere. The Museum complex is also made up of the Victorian Ballantine House, a National Historic Landmark built in 1885, the Alice and Leonard Dreyfuss Planetarium, the Alice Ransom Memorial Garden, site of contemporary outdoor sculpture, an authentic one-room school house (circa 1784), and the Newark Fire Museum. The newest addition to the Museum will be a 5,000 square-foot natural science exhibit Dynamic Earth: Revealing Nature's Secrets, opening in November 2002.

The Newark Museum, a not-for-profit museum of art, science and education, receives operating support from the City of Newark, the State of New Jersey, the New Jersey State Council on the Arts/Department of State and corporate, foundation and individual donations. Funds for acquisitions and activities other than operations are provided by Members of the Museum and other contributors.