Newark Museum Association

Title: Sales Associate

Location: 49 Washington Street, Newark, NJ

Job Type: Part-time

Start Date: ASAP

Job Description:

Provides administrative support for the Newark resident membership campaign. Supports the Membership team in providing the best experience for members of this campaign.

Primary Responsibilities:

- Assists Membership Associate with administrative duties related to the Newark resident membership campaign
- Processes Newark resident memberships and membership maintenance according to proper departmental procedure for paperwork and the performance of duties.
- Keys membership information into the database program (Raisers’ Edge).
- Maintains membership application and paperwork and obtains supervisor approvals when necessary.
- Processes memberships including, batching, card printing, letters and follow-up as necessary.
- Produces basic reports on Newark resident memberships.
- Assist with on-site and off-site events. Nights and weekends required.
- Updates member records or a regular basis and brings issues to management’s attention.
- Other duties as assigned to meet the mission of this campaign.

Qualifications:

- 1-2 years in an administrative, sales, or assistant position working with people and detailed tasks.
- Highly detail-oriented, strong team player with high degree of organization and initiative.
- Knowledge and appreciation of the arts.
- Experience with database programs a plus.
- Strong knowledge of Microsoft Word, Excel, PowerPoint.

Application Instructions:

Email resume to: 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.