

MDAH Technician II, Two Mississippi Museums Store Associate

Museum Division

Starting Annual Salary: \$25,945.70

Application Deadline: September 18, 2019

To apply for this position online, submit a digital application via the Mississippi State Personnel Board. If you would like more information about the application process please contact MDAH human resources at 601-576-6865.

The Mississippi Museum Store associates are an integral part of the visitor experience. Museum Store staff are the primary team members responsible for selling merchandise, maintaining inventories, enhancing the store's visual displays, and acting as ambassadors to inform and educate customers and visitors. Store staff will provide a friendly and welcoming presence in all spaces within the museums

Job duties

- Greeting customers/visitors, offering excellent customer service with a genuine and friendly attitude and assists with purchases
- Handling sales of merchandise via Point-of-Sale system during operating hours and special events
- Accurately counting, handling, and reconciling cash in a fast paced environment
- Opening/closing store duties
- Effectively communicating product knowledge to customers as appropriate
- Receiving, pricing, and stocking merchandise
- Providing information on Two Mississippi Museum exhibits and events/activities to enhance the visitor experience
- Assisting the museum store manager by performing a combination of clerical tasks and projects to support the store operations
- Answering phone and directing calls
- Creating and maintaining merchandise displays
- Keeping store and stockroom straightened and organized
- Setting up and staffing off-site events in multiple environments, inside or outside

Preferred qualifications include:

Previous retail experience required; general knowledge of standard retail concepts and an interest in customer service and visual merchandising; basic computer skills required; ability to handle multiple tasks simultaneously, solve practical problems, and to interpret written and oral instructions and follow direction; ability to present information effectively and respond to questions from managers, customers, and general public.

Physical requirements include:

The employee is required to sit, stand, crouch or kneel and lift up to 50 pounds. Employee is required to handle products of various materials, some breakable. It may be necessary to use a stool or ladder while placing objects throughout the store.

Experience and educational requirement include:

- Associate's degree from an accredited college or university and one year experience
- Graduation from a standard four-year high school or equivalent (GED or High School Equivalent Diploma) and three years experience

Essential Functions:

Work hours are Tuesday-Saturday, 8–5 PM, and at least one Sunday a month from 1–5 PM and a willingness to work some evenings.

MDAH is an Equal Opportunity Employer.