

Sales and Admissions Associate

Department: <u>Finance</u>	FLSA Status: <u>Part-time, Non-exempt</u>
Reports To: <u>Store Manager</u>	Effective Date: <u>August 1, 2019</u>

Part-time position averaging 20+ hours per week, including weekends and periodic evening shifts.

The critical features of this job are described under the headings below. This job description does not prescribe or restrict the tasks as shown below and may be subject to change at any time.

Job Summary

The Sales and Admissions Associates assists Museum visitors including those who are paying for admissions, memberships, event tickets, class fees and Museum Store merchandise.

Essential Duties and Responsibilities
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- Greets and welcomes visitors, processes admission fees, reviews the museum manners and map with visitors, refers visitors to other staff when appropriate
- Actively encourages purchases of Museum memberships and processes membership sales
- Actively engages store visitors in their purchases of merchandise
- Process sales of event tickets and class registrations
- Operates point of sale system; prepares daily transaction reports, counts and reconciles cash
- Works with BAM Store Manager to maintain merchandise displays including re-stocking inventory as needed
- Assists with inventory counts a minimum of two times per year
- Works collaboratively with all Museum staff and volunteers to carry out the mission and purpose of Boise Art Museum
- Complies with all BAM policies and procedures
- Advocates for donations during First Thursday

Additional Responsibilities

- Other duties as assigned

Supervisory/Managerial Responsibilities
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Not applicable

Minimum Qualifications

1 – 2 years of customer service experience, retail and cash handling. Effectively able to communicate information to visitors and staff; able to apply common sense understanding to carry out written and oral instructions.

Education Requirements

High school diploma or equivalent (GED)

Language Requirements

Proficiency in reading, writing and comprehension of the English language.

Physical Demands

Job Description

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

While performing the duties of this job, the employee is regularly required to stand for long periods of time; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to walk; climb or balance; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate. Works evenings and weekends. This position does not require routine or regular engagement in interstate commerce.

Application Instructions:

Please submit your resume or letter of interest:

via email to Nora@boiseartmuseum.org or

by mail to: Boise Art Museum
 Attn: Nora Sweeney
 670 Julia Davis Dr.
 Boise, ID 83702

Please do not call the museum, only applications submitted by email or mail will be considered.