

Sales Associate

Date: October 2025
Start Date: ASAP
Title: Sales Associate, Jewish Museum Shop
Department: Shop
Reports to: Manager, Retail
FSLA Status: Non-exempt
Schedule: Part-time; less than 20 hours per week; Sundays, some holidays, & events required

The Jewish Museum:

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class art exhibitions ranging from ancient to contemporary. Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum aspires to be the global leader at the center of Jewish culture.

The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum's thought-provoking, innovative, and intellectually stimulating exhibitions and education programs serve a wide range of audiences, including families, teens, students, educators, and visitors with disabilities. As an identity-based institution, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among wide audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

The Jewish Museum is committed to creating an inclusive and welcoming environment for all and to promoting a positive work culture that celebrates difference, challenges prejudice, and ensures fairness. Integrity, collegiality, and excellence are central to the Museum's values. These values, along with an institution-wide commitment to Diversity, Equity, Access & Inclusion (DEAI), are embedded in the Museum's strategic plan and will be the focus of a comprehensive DEAI action plan.

The Position:

The Sales Associate is an ambassador of the Jewish Museum who provides guests with a positive museum and shopping experience. Candidates should truly enjoy proactively interacting with people and have a welcoming, engaging personality. Candidates must be flexible enough to provide both individualized attention for high-end purchases and fast-paced sales during times of increased crowds and holiday shoppers. The Cooper Shop at the Jewish Museum is regularly open 11 a.m. – 6 p.m., Sunday, Monday, and Friday, and 11 a.m. – 8 p.m., Thursday. The Cooper Shop is closed Tuesday, Wednesday, and Saturday.

Responsibilities Include:

- Engage with guests and contribute to a positive museum experience
- Provide exceptional customer service to all guests
- Proactively approach guests and assist with their merchandise selection, including presenting merchandise and effectively communicating product features and stories
- Continually learn about new and existing products to better sell a range of clients
- Execute accurate computer generated point of sale transactions, including capturing guest information for future communications
- Sell Museum Memberships



- Gift wrap and bag customer purchases
- Replenish inventory in shop from stockroom
- Assist with maintaining organization and appearance of shop
- Process phone orders; assist with processing web and other special orders
- Participate in annual year-end inventory in June
- Help with special events as needed

Requirements:

- High-end retail experience preferred
- Excellent communication and interpersonal skills
- Must be computer literate, with knowledge of Retail Pro or similar POS computer program preferred
- Knowledge of Judaica a plus
- Interest in art and cultural institutions
- Works well within a team
- Available to work a flexible schedule, including evenings, Sundays, and some holidays.
- Ability to stand for extended periods of time and handle light lifting

Salary for Position: \$23/hour

Send Resume with Cover Letter To:

Director, Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: jobs@thejm.org
Fax: 212.423.3232

The Jewish Museum encourages individuals of all ethnic, racial, and socioeconomic backgrounds to apply for this position. We are committed to maximizing the diversity of our organization and want to engage all those who can contribute to this effort. The Jewish Museum provides equal employment opportunities to all qualified individuals and does not discriminate on the basis of any protected characteristics prohibited by applicable law.

This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.

