

Retail Merchandising Associate

Date: December 2025
Start Date: ASAP
Department: Shop
Title: Retail Merchandising Associate
Supervisor: Director of Retail
FSLA Status: Non-Exempt
Schedule: Full-time

The Jewish Museum:

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class 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, children and 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 and especially in these challenging times. 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. 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.

The Position:

The Retail Merchandising Associate will work closely with the Director of Retail to assist in organizing, processing, and optimizing merchandise related needs for the shop. Candidates should be highly organized, computer savvy, and have a strong interest in retail merchandising. As an ambassador for the museum and shop, they should possess excellent communication skills for interacting regularly with vendors and customers. This position requires an individual who is an enthusiastic team player, willing to exhibit flexibility within the department, including working as a sales associate in the shop or assisting with web fulfillment in the stockroom as needed.



Responsibilities Include:

- Process paperwork related to product orders, including purchase orders, vouchers, and returns
- Coordinate returns with vendors for damaged or error products and samples
- Place product reorders as directed by supervisor
- Respond to product solicitations from new vendors and artists, with direction from supervisor
- Merchandise products online, including cross promotions and other marketing tags, to optimize sales
- Help prepare new merchandise for web photography and write product and designer descriptions for online presentations
- Maintain online web inventory by adding or removing products based on availability
- Provide excellent communication with vendors, artists, and customers
- Support sales team by sharing product and artist information

Other Responsibilities:

- Fill-in as a Sales Associate in Cooper Shop when needed
- Support stockroom team to fulfill web orders as needed
- Participate in year-end inventory preparation and counts
- Attend trade shows with Director of Retail
- Process wholesale orders as needed
- Assist with visual merchandising in the Cooper Shop
- Assist with shop marketing as needed, may include social media and email marketing as well as coordinating press requests

Requirements:

- College degree preferred or equivalent experience
- Strong computer skills, experience with Retail Pro a plus
- Must be highly organized, detail-oriented, possess excellent written and verbal communication skills, and be a self-starter
- Solid writing and copy-editing skills
- Knowledge of Judaica a plus
- Keen sense of product design, style, and quality
- Interest in art and cultural institutions
- Ability to work some weekends and holidays as well as travel occasionally

Salary Range: \$53,000 – \$57,000

Send Resume with Cover Letter To:

**Director, Human Resources
The Jewish Museum
1109 Fifth Avenue**



New York, NY 10128
Email: jobs@thejm.org

The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.

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

