

# Sales Associate

**Date:** March 2026  
**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 is an art museum committed to illuminating the complexity and vibrancy of Jewish culture for a global audience. Through distinctive exhibitions and programs that present the work of diverse artists and thinkers, the Museum shares ideas, provokes dialogue, and promotes understanding. The Jewish Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience. Located on New York City's Museum Mile, in the landmarked Warburg mansion, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among diverse audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work. For more information, please visit [www.TheJewishMuseum.org](http://www.TheJewishMuseum.org).

## **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.

## **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
- Participate in year-end inventory in June



**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](mailto:jobs@thejm.org)  
Fax: 212.423.3232**

***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.

