



**TUCSON MUSEUM OF ART AND HISTORIC BLOCK  
JOB DESCRIPTION  
EOE**

**POSITION: Visitor Services Associate**

**WORK SCHEDULE: Tuesday – Sunday. 15+ hours per week. Primarily mornings to afternoon. Schedule may vary to include special events and activities in the evenings and on weekends.**

**STATUS: Part-Time Hourly, Non-Exempt**

**REPORTS TO: Director of Visitor Services**

**RATE: \$14.00 per hour**

**Job Descriptions and Distinguishing Characteristics:**

This position is responsible for aspects of the Admissions Desk and Museum Store. Serves as admissions clerk and supports the TMA Museum Store as a professional and outgoing sales associate. Operates a POS system, applies basic computer skills, handles money, and communicates effectively with visitors. Demonstrates knowledge of current museum exhibits, store merchandise, and museum layout. The Sales Associate has considerable public contact, and helps to represent the Museum to the community through positive public relations activities.

**Typical Examples of Work Performed**

- Provides a welcoming and professional environment for admissions and store patrons.
- Assists customers with sales including admissions, memberships, and store purchases.
- Handles cash responsibly with accuracy according to opening /closing procedures.
- Prepares store and/or satellite locations for opening by restocking merchandise, checking inventory and supply levels, and providing general housekeeping.
- Operates POS system including data entry, reporting and inventory controls.
- Demonstrates knowledge of products, current exhibitions, and store/Museum policies.
- Provides sales support at special events including the Holiday and Spring Artisans' Markets, and sales during special opportunity events, such as exhibition openings, on-site fundraisers, facility rentals, and VIP guided tours.

**Minimum Requirements/Knowledge/Skills**

- High School Diploma/GED.
- 1 – 2 years retail experience, preferably in a museum, specialty store, or bookstore.
- Experience in operating a POS system, credit card machine, computer, and general office equipment.
- Must be able to stand between 4-6 hours consecutively.
- Knowledge of inventory control, retail accounting, and merchandizing.
- Knowledge of visual display and marketing techniques.
- Excellent communication skills, both verbal and written.
- Strong organizational skills.
- Must be personable, congenial, and hospitable.
- Physical mobility including standing, sitting, walking and ability to handle multiple tasks simultaneously; ability to lift up to 50 pounds.
- Ability to establish and maintain effective working relationships with fellow employees and the public.
- Other duties as required.
- Bi-lingual preferred.

**How to Apply: Qualified candidates wishing to be considered for this position may submit their application materials, including resume, cover letter via email to: [jobs@tucsonmuseumofart.org](mailto:jobs@tucsonmuseumofart.org)**