



Located along the beautiful downtown waterfront of St. Petersburg, Florida, the Museum of Fine Arts, St. Petersburg, (MFA) is a collecting museum serving more than 120,000 annual residents and visitors to the Tampa Bay region since its founding in 1965. The MFA is proud to present the only comprehensive art collection on Florida's west coast, spanning almost 5,000 years of civilization in thousands of objects extending from antiquity to present. Highlights include masterpieces from Monet, O'Keeffe, De Kooning, Rauschenberg, Whistler and others; a sculpture garden; a Steuben glass gallery; and one of THE most respected photography collections in the Southeastern United States. From fascinating temporary exhibitions to exciting programs and events in the heart of a vibrant arts community, the MFA is the iconic leader of the arts in the Tampa Bay region.

MUSEUM STORE ASSOCIATE

This is a temporary position that will end on 4/8/2018

OVERVIEW

The Museum Store Associate must be able to work weekends, evenings, and maintain flexible hours. The Associate will provide courteous service to customers in the Museum Store and use their knowledge of products and exhibitions to provide excellent service to Museum visitors. They will greet and help Museum visitors with utmost courtesy and respect, and answer visitor questions.

SPECIFIC DUTIES

- Receives, unpacks, and shelves incoming merchandise.
- Matches merchandise received to invoices, checks for damages and identifies discrepancies using a computerized inventory control system.
- Prepares merchandise for sale in the Museum Store. This includes, but is not limited to, packaging and labeling merchandise.
- Pulls merchandise for store restocking and packages and prepares merchandise for shipping.
- Restocks Museum Store inventory and operates computerized POS system to answer

customer queries and to sell merchandise, maintain appearance of displays and organization of book sections with an emphasis on cleanliness and attention to detail.

- Provide excellent customer service to visitors and members.
- Maintain clean and neat retail environment throughout the day.
- Fulfills end of shift closing procedures and prepares appropriate documents.
- Other duties as assigned.

PHYSICAL REQUIREMENTS

- Able to stand for extended periods of time (up to 6 hours) on a daily basis.
- Able to bend, stoop, reach and push Museum merchandise frequently.
- Able to lift and carry up to 30 lbs.
- Able to ascend or descend ladders to restock or move merchandise on shelves.
- Able to constantly operate a computer for customer purchases.
- Able to frequently communicate with guests and coworkers about Museum events and exhibits. Must be able to exchange accurate information in these situations.
- Able to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Able to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards.

EDUCATION AND EXPERIENCE

- High school education required.
- At least 2 years of experience in a retail operation, preferably a museum or specialty bookstore.

To Apply:

Please submit your resume and a cover letter with salary requirements via email to: hr@mfastpete.org, or mail to the following address:

Human Resources

Museum of Fine Arts

255 Beach Drive N.E.

St. Petersburg, FL 33701-3498