

## Part-Time Retail Sales Associate

Illinois State Museum Society • Springfield, Illinois

### ABOUT US

The Illinois State Museum Society, established in 1952, is a charitable organization operating as a 501(c) (3). It has been an integral part of the Illinois State Museum, providing financial resources and advocacy for its programs and operations. The Society runs the Museum's membership program and retail operations both online and in-store. Moreover, it supports various staff positions and has a board of directors. Our Society seeks the ideal candidate to join us in furthering the Illinois State Museum's efforts.

### THE OPPORTUNITY

The Illinois State Museum Society seeks a part-time sales associate to welcome and engage all of the Illinois State Museum audiences, including visitors, shop customers, members, artists, vendors, and colleagues, to actively respond to their needs and deliver an exceptional retail experience. The Society's retail footprint comprises an 1800 sq. ft. store and an e-commerce operation. The department generates vital revenue for the Illinois State Museum by selling goods. We are looking for someone with an appreciation of the shopping experience, a passion for customer service, excellent communication skills, and an eye for detail to fill this role.

### Key responsibilities include, but are not limited to:

- Actively deliver a high standard of customer service.
- Bring positive recognition to Museum brand through professionalism.
- Establish a positive working relationship with Society and Museum staff.
- Learn and disseminate information about Illinois State Museum exhibits and programs.
- Represent Illinois State Museum's values, emphasizing a positive work environment.
- Perform daily activities assigned by store management.
- Process e-commerce orders for shipment.
- Complete sales transactions.
- Maintain a clean and organized store.
- Restock store product and price products when necessary.
- Assist with retail events and other related duties as assigned.

### Requirements:

- High School Diploma or Equivalent
- A team player, ethical, honest, and accountable
- Strong public facing customer service skills
- Accurate cash handling and administrative skills
- Outgoing and professional attitude
- Creative, innovative, resourceful, with a get-it-done mentality
- Ability to independently prioritize shifting workloads in an ever-changing environment
- Ability to lift and carry moderate weights of merchandise

**EMPLOYER**

The Part-Time Retail Sales Associate is employed by the Illinois State Museum Society, the non-profit dedicated to supporting the Illinois State Museum. The individual will not be employed by the State of Illinois.

**WORK LOCATION**

Illinois State Museum, 502 South Spring Street, Springfield, IL 62706

**WORKING CONDITIONS**

- Must pass a background check.
- Must be punctual, reliable, and maintain a strong attendance record.
- Available to work weekends, holidays, and occasional evenings.
- Able to move efficiently and safely around the sales floor, performing repetitive movements such as bending, twisting, and standing for extended periods.

**EMPLOYEE DURATION**

The Retail Sales Associate is a part-time position scheduled to work 15-20 hours per week. The Museum's standard work hours are 8:30 a.m. to 5:00 p.m. Monday through Saturday and from 11:30 a.m. to 5:00 p.m. on Sundays. Occasionally, there may be work shifts outside these hours, such as evenings and holidays. However, employees will receive prior notice.

**SALARY:** \$13 per hour.

**To apply,** please send an email with your resume and three references to [shop@illinoisstatemuseum.org](mailto:shop@illinoisstatemuseum.org).

The Illinois State Museum Society values diversity and is an equal opportunity employer. We believe that cultural plurality is beneficial in creating policies and establishing our role as a resource for everyone. We strive to provide employment opportunities and accessibility for all individuals at the Society.