

- Position:** Museum Retail Coordinator
Reports to: Chief Operating Officer
Status: Part-time
Schedule: 12-30 hours/week. Variable schedule including regular business hours and Saturday/Sunday availability is required.
Compensation: Starting at \$17.50/hour
- Objective:** Reporting to the Chief Operating Officer, the Museum Retail Coordinator is a vital member of the museum's operations team, delivering excellent merchandise and customer service to visitors of all ages, throughout the entire museum. Essential duties of this position will include fast and efficient cash handling and credit card processing, using a point-of-sale software system to reconcile all transactions. The Museum Retail Coordinator is a part-time position, overseeing Museum Store operations, including purchasing, stocking, facing, inventory control and orders, and generally ensuring proper procedures are carried out in an efficient, seamless manner.
- Requirements:** An ideal candidate for this position is a mature, responsible, dependable individual who enjoys working in a fast-paced environment; is a people-oriented and satisfaction driven person; can handle multiple tasks simultaneously; and possesses a flexible schedule. Must be self-motivated, detail-oriented, and trustworthy.
- A high school diploma or equivalent, and cash handling, purchasing and retail experience are required. Candidates seeking higher education (bachelor's or graduate degree) are preferred.
- Skills Necessary:**
- Ability to remain calm, professional, and friendly in stressful situations.
 - Basic computer skills including Microsoft Office Suite, and a point-of-sale system.
 - Strong organizational and time management skills with the ability to successfully juggle several projects simultaneously and meet deadlines.
 - Demonstrates excellent team working and communication skills, leading by example and creating positive interactions with all museum partners and team members.
 - Excellent ability to analyze data and make smart, strategic decisions and recommendations to positively impact the business.
 - Proactively and successfully negotiates the best cost of products and shipping.
 - Ability to recognize and avert potential safety issues and security problems.
 - Bilingual candidates are strongly encouraged to apply.
- Environment:** General office environment. Work is sedentary in nature but may require standing or walking for up to 30% of the time. Work is generally performed within an office environment, with standard office equipment available.
- Job functions:** The duties and functions of this position include, but are not limited to:
- Handle cash, credit card and special transactions quickly and efficiently.
 - Deliver deposits to finance department when needed.
 - Cross-sell products, including Museum Store merchandise, memberships, birthday parties and special event tickets.

- Direct patrons of all ages to key parts of the museum, exhibitions, restrooms, and other facilities with a polite, welcoming and service-oriented approach.
- Personally engage with The Discovery's visitors to ensure each patron has a meaningful and pleasant experience.
- Process memberships transactions in Altru, the museum's point-of-sale software system, as needed.
- Update memberships, i.e., name, addresses, additions, or deletions.
- Serve as a focal point during emergencies, directing visitor to appropriate resources and personnel.
- Occasionally assist with special events including setup and tear down which may require manual labor and/or heavy lifting; moving exhibits, moving standard and temporary furniture, adhering decorations and using your creative intuition.
- Other duties as assigned by the Chief Operating Officer.

The Terry Lee Wells Nevada Discovery Museum (The Discovery) is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance. The Discovery is a drug-free workplace.