

## **VISITOR SERVICES/MUSEUM STORE ASSOCIATE POSITION**

**Part-time (15hrs/week)**

**\$12/Hour, Non-Exempt**

The Museum of Craft and Folk Art is actively searching for a dynamic part-time Visitor Services/Museum Store Associate for its busy office. The Visitor Services/Museum Store Associate offers outstanding customer service to visitors of both the museum gallery and the museum store in a courteous, sincere, and professional manner. This position provides information to the public about current, past, and upcoming exhibitions, as well as museum membership, the School Program, and special events. In addition, the Visitor Services/Museum Store Associate educates museum store shoppers about the locally-made, hand-crafted glass, wood, textile, metal, and ceramic merchandise, as well as international folk art, created through traditional techniques and materials from indigenous cultures.

Available Shifts:

- Tuesday, Wednesday, Thursday, Friday 12pm-4pm
- Saturday 12-4
- Sunday 10:30-3:30 or 12:30-5:30

### **QUALIFICATIONS:**

- An interest in Craft and Folk Art.
- A warm and welcoming demeanor.
- A sense of punctuality and initiative.
- One to two years retail or customer service experience.
- One to two years experience using Retail Pro or similar POS software.
- Knowledge of the Bay Area Arts community, especially the Yerba Buena Arts District.

### **TO APPLY:**

- Submit a cover letter that explains your interest and qualifications specific to the Visitors Services/Museum Store Associate position
- Send both cover letter and resume, embedded within the body of the email, to [officemgr@mocfa.org](mailto:officemgr@mocfa.org).
- In the subject line, please indicate: "Visitors Services/Museum Store Associate Position."
- Please note that attachments will not be opened.

You can also submit your cover letter and resume via fax at 415.227.4351 or to:

The Museum of Craft and Folk Art

Visitors Services/Museum Store Associate Position

51 Yerba Buena Lane

San Francisco, CA 94103

