



**Job Title:** Paradigm Gallery Sales Associate

**Department:** Marketing and Development via the Paradigm Gallery

**Reports to:** Paradigm Gallery Director

**Summary of Position:** Assists with the coordination of many aspects of the museum's premier sales gallery, the Paradigm Gallery (PG).

**Status:** Part time, non-exempt, 12-17 hours/week, \$16.50/hr.

### **Essential Responsibilities:**

- Under the direction of the PG Director, assist with inventory and sales management and organizing artist information.
- Greet and assist all shoppers or callers with a warm and helpful style.
- Create unique and attractive displays that will motivate sales as directed by the PG Director
- Assist shoppers with making purchases that suit their needs and style.
- Actively restyle displays that have been handled by shoppers.
- Efficiently and professionally work with the PG Point of Sale system, The Assistant Manager (TAM).
- Open and close the PG as directed.
- Become enthusiastic and knowledgeable about all PG merchandise; be proactive about learning about the PG artists and their processes.
- Gain an understanding and appreciation for FWMoA exhibits and events.
- Other duties assigned by the PG Director and Museum leadership.

### **Institutional Expectations:**

- Keep privileged information confidential and represent the Museum in professional circles and before the public in a way which shall at all times enhance the credibility of the Museum.
- Work cooperatively and productively to fulfill the Museum's goal and objectives.
- Understand the policies and strategic goals of the Museum

### **Position Requirements:**

- **Excellent** interpersonal and customer service skills both in person and by phone, with high professionalism and friendly, welcoming demeanor.
- At least three years of experience in an upscale retail setting or museum shop
- High expectations for aesthetic presentation and general appearance of the PG
- Proficient using the latest versions of Microsoft Word and intermediate computer skills. Must be willing to learn the computerized sales system, TAM.
- The PG Sales Associate should have an appreciation for fine craft and original art, a warm and understanding approach to working with people of all kinds, and understand the

effect that personalized customer service will have on the overall success of the Fort Wayne Museum of Art and its brand.

Interested applicants should please submit cover letter and resume to Abby Leon at [abby.leon@fwmoa.org](mailto:abby.leon@fwmoa.org).