



National Cowgirl Museum and Hall of Fame Job Description

About the Museum	Located in the Fort Worth's renowned cultural district, the National Cowgirl Museum and Hall of Fame honors and celebrates women, past and present, whose lives exemplify the courage, resilience, and independence that helped shape the American West, and fosters an appreciation of the ideals and spirit of self-reliance they inspire. Honorees range from ranchers and rodeo performers to artists such as Georgia O'Keefe and stateswomen such as Sandra Day O'Connor. Visit www.cowgirl.net and our facebook page to learn more.
Title	Retail Services Associate
Reports to	Retail Manager and Buyer
Classification	Part-time, Hourly
Schedule	Hours to vary from 15-30 hours per week within core hours of 9:45am-5:15pm. Regular weekends, occasional holidays and evenings required.
Summary of Responsibilities	<ul style="list-style-type: none">-Welcome guests and perform all responsibilities of the retail store and admissions sales-Maintain a positive selling environment focused on stellar customer service-Process and fulfill all sales transactions, whether in-person, email or phone orders-Perform daily maintenance tasks including stock work, re-merchandising, display, visual merchandising, price markdowns, merchandise transfers and light cleaning-Positively & proactively respond to all customer concerns and prioritize multiple tasks in a fast-paced environment with a minimum of direction
Required Qualifications	<ul style="list-style-type: none">-Two years minimum experience in a retail setting with a solid knowledge of retail sales, merchandising, and computerized POS operation-Strongly demonstrate the following qualities: enthusiasm, initiative, patience, stress tolerance, adaptability, persuasiveness, teamwork, and integrity-Must be able to lift and carry up to 40 lbs., and move, operate and climb a 5' ladder-Shipping and order fulfillment experience; -Microsoft Office; and interest in Western history preferred
To Apply	Send resumé and references to: Sarah Garrett, Retail Manager and Buyer sgarrett@cowgirl.net National Cowgirl Museum and Hall of Fame 1720 Gendy Street Fort Worth, Texas 76107