



Gift Shop Associate (Part-Time)

Position Overview

The Gift Shop Associate creates a welcoming retail experience that reflects the mission of the Leonardo da Vinci Museum of North America Igniting curiosity, encouraging exploration, and inspiring creativity. This role supports earned revenue goals while ensuring visitors leave with a meaningful connection to the museum.

Key Responsibilities

- Greet visitors warmly and provide knowledgeable assistance with merchandise
- Operate point-of-sale (POS) system accurately (cash, credit, digital payments)
- Maintain attractive, organized, and well-stocked displays
- Restock inventory and communicate low-stock items to supervisor
- Promote museum programs, memberships, and special events during transactions
- Ensure gift shop cleanliness and visual standards throughout the day
- Assist with opening and closing procedures
- Handle cash/reconciliation
- Contribute to a positive, collaborative team environment

Qualifications

- Strong customer service skills and friendly demeanor
- Retail or cashier experience preferred
- Comfortable handling transactions and basic inventory tracking
- Interest in art, science, or museum environments a plus
- Reliable, punctual, and detail-oriented

Schedule

Weekdays

- Morning Shift: 9:30 AM–1:30 PM
- Afternoon Shift: 1:30 PM–5:30 PM

Saturdays and Sundays

- 9:30:00 AM–5:30 PM (Includes a half-hour scheduled lunch break on weekends)