



Seasonal Retail Sales Associate

Please put "Seasonal Retail Sales Associate" in the subject line if you are submitting your application by email.

Position type: Part-time

Basic work week: Approx. 25 hours per week

OVERVIEW

As a Seasonal Retail Sales Associate, you will be an integral part of bringing the holidays to life at Newfields. The right candidate will demonstrate exceptional customer service and selling skills, be knowledgeable in all product categories, and be ready to assist customers with determining their needs. Seasonal associates will work up to 25 hours a week from September to February. Schedule will include weekdays, weekends, evenings, and holidays.

Primary Responsibilities:

The following responsibilities describe the general nature of work for employees in this position, but this is not intended as an exclusive or all-inclusive inventory.

- Provide an exceptional customer experience by ensuring the customer is always the priority
- Consistently create a welcoming environment for the customer by greeting and assisting; as well as quickly responding to their inquiries and needs
- Be knowledgeable in all merchandise categories and able to make appropriate suggestions to the customers
- Maintain open and flexible availability to accommodate shop needs
- Operate the Retail Services POS system in accordance with Retail Services procedures
- Open and close various Retail Services locations, including but not limited to counting cash drawers and balancing closing sales
- Ensure company standards are met for shop and associate appearance at all times
- Assist with all housekeeping duties, such as restoring displays, straightening and re-stocking inventory, returning shop to neat conditions
- Be knowledgeable of Retail Services and Newfields policies
- Perform any other duties as directed by supervisors

Education and/or Experience:

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

A competitive salary is offered for all positions and a generous benefits package for full-time positions. To perform the job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send your resume, cover letter and Newfields application to:

Mail: Newfields
ATTN: Human Resources
4000 Michigan Road
Indianapolis, IN 46208

E-mail: hr@discovernewfields.org

Fax: 317-920-2655
No phone calls, please.

About Newfields

Newfields offers dynamic experiences with art and nature for guests of all ages. The 152-acre cultural campus features art galleries, lush gardens, a historic home, performance spaces, a nature preserve and sculpture park. From inspiring exhibitions in the IMA Galleries, to concerts in The Toby, to a stroll through The Garden with a glass of something cold, guests are invited to interact with art and nature in exciting new ways. Newfields is home to the Indianapolis Museum of Art, among the ten largest and ten oldest general art museums in the nation; the Lilly House, a National Historic Landmark; The Garden, featuring 40 acres of contemporary and historic gardens, a working greenhouse and an orchard; and The Virginia B. Fairbanks Art & Nature Park: 100 Acres, one of the largest art and nature parks in the country. The Newfields campus extends outside of Indianapolis with Miller House and Garden in Columbus, Ind.—one of the nation's most highly regarded examples of mid-century Modernist architecture. For more information visit discovernewfields.org.

Diversity

Newfields recognizes that museum audiences and their interests are changing, and as Newfields transforms our audience experience, we are creating expanded, innovative opportunities to actively engage and entertain our guests. Celebrating the diversity of our donors, guests, volunteers and staff is a key part of this Newfields vision. Diversity is understanding, respecting, and valuing differences, including, but not limited to, race, color, national origin, religion, sex, sexual orientation, gender identity, protected veteran status, disability, or any other legally protected status.

Simply put, we believe our guests and donors are best served by a host team, comprised of both staff and volunteers, that reflects the diversity represented within our communities and that takes full advantage of the unique viewpoints, talents and experiences of each and every person who works here. We strive to attract and retain exceptional employees who feel comfortable in an inclusive culture that supports their ability to thrive and add their voice to the ongoing conversation.

Indianapolis

Indianapolis is a city with a MSA of 2,000,000 people. More than 60% of the population is under 44 years of age and the city's racial demographic [breakdown](#) is approximately 79% White, 16% Black, 3% Asian, and 2% other, with 7% of the overall citizenry identifying as Hispanic. In 2016 [Forbes](#) named Indianapolis one of the top 10 cities to live in for young professionals citing its high standard and low cost of living, while [Vogue](#) told its readers not to call Indianapolis a "Flyover City", but to go see how vibrant it is for themselves. With a host of new bars and restaurants, nationally recognized symphony, theater, cabaret, sports teams, and the [Herron School](#) of Art + Design, Newfield's hometown is a perfect place to build a career and enjoy life.