



NATIONAL MUSEUM OF  
AMERICAN JEWISH HISTORY

**Museum Store and Box Office Associate, Part-time**

The National Museum of American Jewish History (NMAJH) seeks warm and enthusiastic individuals for daily box office and museum store operations. This position will necessitate being cross-trained to serve both functions and requires an outgoing and professional demeanor and strong interpersonal skills. Cash-handling, computerized POS, and prior customer service experience required. Knowledge of Galaxy or Counterpoint systems a plus. Applicant **MUST** be available to work weekends, occasional evenings, and some holidays. Proficiency in Microsoft Office preferred.

Candidates will be expected to welcome, educate and serve a diverse audience and to provide exceptional customer service, ensuring a positive experience for Museum visitors. This is achieved by being informed and constantly aware of admission policies, core and special exhibitions, programs, merchandise, membership opportunities, our NMAJH mission, and Philadelphia tourism.

**Museum Store** responsibilities include developing significant product knowledge, processing sales transactions, fielding questions and educating consumers, selling merchandise and memberships, shipping and receiving, maintaining store cleanliness, stocking inventory, and other duties as assigned.

**Box Office** responsibilities include greeting and directing visitors, answering incoming calls, admission and program ticket sales, membership sales, stocking and maintaining an orderly work station, daily startup of the Museum's audio-visual system, serving as NMAJH/Old City, Philadelphia ambassador, and other duties as assigned.

NMAJH is an equal opportunity employer.

Please send cover letter and resume to [nmajh-shop@nmajh.org](mailto:nmajh-shop@nmajh.org)