



## **Lead Sales Associate Intern**

The DoSeum's vision is to be a premier learning resource that helps develop innovative thinkers capable of meeting the challenges of the 21st century. Our mission is to grow minds, connect families and transform communities through joyful learning and discovery.

### **Position Overview**

As a successful Intern as a Lead Sales Associate, you will partner with the Sales Floor Manager to help supervise a store that is motivated to provide a superior level of customer service to maximize sales and profits.

### **Responsibilities include, but are not limited to:**

- Strong visitor engagement, sales and clerical skills.
- Establish a partnership with Store staff and Museum staff to support company initiatives and objectives.
- Perform daily activities of operating a specialty retail store.
- Enthusiasm to meet personal and store goals.
- Set the standard of a superior level of customer service.
- Motivate staff and lead by example.
- Bring positive recognition to The DoSeum's brand through professionalism, enthusiastic attitude and effective communication.
- Adhere to internal policies and procedures contained in The DoSeum's Employee Handbook.
- Assist Management in supervising all store employees in execution of daily tasks and to maximize sales.
- Demonstrate an in-depth knowledge of the merchandise, and develop product knowledge among selling staff.
- Ensure all associates provide the highest level of customer service.
- Coordinate merchandise replenishment and the flow of merchandise from the stock room to the sales floor.

### **Job Requirements**

- Ability to work a flexible schedule to meet the needs of the business; Weekends are required to work. Some evenings for special events will be required to work.
- Represent The DoSeum's core values, emphasizing a positive work environment that is fun and unique.
- Assertive approach to problem solving.
- Ability to think and react in a high-energy, fast-paced environment. Maintain a "team-oriented" outlook.
- Innate sense of responsibility and accountability.
- Ability to effectively maneuver around sales floor and stockroom, repetitive bending, prolonged standing, twisting, stooping, squatting, climbing.
- Ability to uphold a strong attendance record.
- Ability to perform any other tasks as assigned from time to time by Sales Floor Manager and Director of Retail Operations without hesitation.
- Must be able to work alone.
- Must be able to lift and carry up to 50 lbs.
- Must be eligible to work in the US.

**Ideal Candidate Attributes and Key Qualifications**

Candidate must possess the following skills: Strong communication (Verbal & Written), strong relationship building skills, ability to adjust priorities and manage time wisely in a fast-paced environment, ability to spend up to 100% of work time standing or moving on the sales floor or stock room, sincere desire to work with a diverse customer of children and adults of all backgrounds, proficient with using a POS, ability to use a 10-key, work well under pressure, proficient with Microsoft Office, proficient with office machines/equipment, clerical skills, excellent organization, a self-starter, prompt arrival to work with excellent attendance records.

**How to Apply**

Visit [www.thedoseum.org/internships](http://www.thedoseum.org/internships) and download Internship Application. Once completed, email application, resume and cover letter, to [internships@thedoseum.org](mailto:internships@thedoseum.org). Please be sure to write "Lead Sales Associate Intern" in the subject line of your email.

*The above statements are intended to describe the general nature of work performed by the Lead Sales Associate Intern. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position. The DoSeum is an equal opportunity employer.*