



NOTICE

January 12, 2012

Lead Sales Associate

The Wing Luke Museum of the Asian Pacific American Experience seeks experienced part time sales associates to provide exceptional customer service and visitor care, process sales, receive inventory and display merchandise in The Marketplace, The Wing's retail store.

The Marketplace serves and enhances The Wing's mission to connect everyone to the rich history, dynamic cultures and art of Asian Pacific Americans through vivid storytelling and inspiring experiences. Marketplace revenue supports museum programs and services.

Job responsibilities include:

all aspects of daily customer service, driving sales, providing a consistent and welcoming professional experience for customers and visitors, promoting museum membership, buying assistance, accurate record keeping, supervision of the volunteer program, cash handling, receiving shipments, stocking and displaying merchandise, maintaining inventory integrity, performing rolling inventory counts, supporting yearly all-store inventory, store maintenance, stocking high and low shelves, climbing a stepladder and move objects weighing up to 50 pounds, and other duties as assigned.

The Lead Sales Associate supports and reports to the Marketplace Manager and upholds The Wing's policies and procedures. The ideal candidate will have a commitment to exceptional customer service. Sales/retail experience required. Experience working with volunteers and team members in a non-profit setting is helpful but not required. Proficiency with Microsoft Office suite is recommended.

Position is 15-19.5 hours per week, non-benefited with morning, afternoon, evening and weekend shifts. Pay is hourly. We are particularly looking for candidates who can work flexible shifts throughout the week and who are dedicated to the position for at least one year.

Email your cover letter, resume, three references and availability with "Lead Sales Associate" in the subject line to: hr@wingluke.org

The Wing Luke Museum of the Asian Pacific American Experience (The Wing) is an Asian Pacific American (APA) community-based museum with a unique emphasis on the community development process. It is dedicated to connecting everyone to the rich history, dynamic cultures and art of APAs through vivid storytelling and inspiring experiences. It is a museum of regional and national significance, and is a Smithsonian Institution affiliate. The Museum is committed to contributing to the economic development of its neighborhood, Seattle's Chinatown-International District. In 1996 the Museum began its expansion planning, and in 2003 purchased a historic building in the district that was built by Chinese American pioneers in the early 1900s. Over a span of five years, the Museum raised \$23 million from more than 1,600 individual and institutional donors and executed a unique expansion project that combines historic preservation with creation of contemporary gathering spaces and galleries. In June 2008 the Museum opened its new doors to the public. An ever-changing living museum, The Wing's current operating budget is \$2 million, and projects 40,000-50,000 visitors annually. The Museum provides public access to its library, collections and archives comprising over 20,000 items related to the culture, art and history of Asian Pacific Americans.