



Performing Arts Fort Worth, Inc.

Performing Arts Fort Worth, Inc. (PAFW) is an Equal Opportunity Employer and conducts its recruiting and selection to identify the best possible match for each open position. We are actively recruiting for temporary / seasonal part-time Retail Associates.

Job Title: Retail Associate
Department: Front of House (FOH)
Reports To: Gift Shop Purchasing & Design Manager
Status: Part Time; Hourly
Date: March 2019

Primary Functions:

Assists Gift Shop Purchasing & Design Manager during the annual Deck the Hall / Spring retail sales events starting in November and running through April. Must be available to work nights and weekends.

Responsible for:

- Stocking display areas.
- Moving merchandise to the Grand Lobby and surrounding areas quickly and efficiently.
- Maintaining the overall appearance of retail displays, including the Gift Shop.
- Providing the highest level of customer service with consistency in every aspect of PAFW's retail operations

Education, Skills, & Experience Required:

High School Degree with one to two years of retail experience. The ideal candidate will have:

- Excellent communication and interpersonal skills, along with the desire to work well in a team environment.
- The ability and commitment to follow preset display designs, maintaining a consistent look throughout the 2019 Deck the Hall event.

Education, Skills & Experience continued:

- Knowledge and awareness of color and balance.
- An ever-present sense of humor and ability to handle a variety of situations with patience and confidentiality.

Position Responsibilities:

Key activities include but are not limited to:

- Working in teams of 3-4 colleagues.
- Bringing merchandise from the Stock Room to the Grand Lobby, East Portal and the Gift Shop.
- Arranging merchandise on display tables to maintain the current theme and specific look of the retail presentation.
- Assures all displays are set and ready for the next performance.
- Provides the highest-level of customer service to volunteers, PAFW staff, patrons and guests.
- Assists with other related needs as requested.

Please Note: This job description is not written to provide an all-inclusive listing of responsibilities and related activities. Job duties and assignments may change at any time with or without prior notice.

Work Environment and Physical / Mental Activities, Requirements and Demands Commonly Associated with the Performance and Functions of this Position:

- Climate controlled work environment.
- Ability to work evenings and weekends.
- Exposure to computer screens.
- Standing for prolonged periods of time.
- Walking, sitting reaching, stooping, climbing, bending, and kneeling.
- Ability to lift 10 to 25 lbs.
- Ability to push / pull carts with inventory; lift / move boxes of merchandise that often are bulky.
- Clarity of vision at a distance of 20 inches or less with the ability to bring objects into sharp focus, color perception to judge standard consistencies for retail displays.

Machines, Tools, Equipment and Work Aids: Representative but not all inclusive of those commonly associated with this position are: push cart and seasonal merchandise.