



501 N. Main Street, Los Angeles, CA 90012
www.lapca.org
T. 213 542-6200 F. 213 542-6272

JOB TITLE: LA Tienda Associate
CLASSIFICATION: Part-time (18 hours a week); \$18/hour
REPORTS TO: LA Tienda Store Manager

ABOUT LA PLAZA

LA Plaza de Cultura y Artes is an anchor cultural institution in Los Angeles County centering the Latino experience and providing a space to uplift, share, and preserve the stories of Mexicans, Mexican Americans, and Latinx people in Southern California. Established in 2011, LA Plaza operates as a non-profit organization governed by a board of directors and partially funded by Los Angeles County. LA Plaza is a Smithsonian affiliate museum. More information is available at www.lapca.org.

THE OPPORTUNITY

Reporting to LA Tienda Store Manager, LA Tienda Associate provides support in museum retail duties, including engaging with customers, promoting sales, transaction purchases, processing inventory, and maintaining the store floor clean and organized.

PRIMARY RESPONSIBILITIES

- Daily opening and closing of cash register and recording and collection of admissions donations and cash sales.
- Process purchases through Square POS.
- Provide quality customer service and support in regular onsite duties.
- Maintain floor and displays neat and fully stocked.
- Report low stock and advise when a restock purchase is needed.
- Stamp merchandise bags, and ensure supplies are stocked and organized.
- Set up and closing of register and store lighting.
- Utilize and develop visual merchandising techniques.
- Package and process online shipping and pick-up orders.
- Engage with customers and answer customer inquiries.
- Process incoming inventory, sku, display, and store items.
- Complete cyclical and EOY inventory counts.

PREFERRED QUALIFICATIONS & SKILLS:

- Dependable and punctual.
- Adept with handling cash and processing sales.
- Experience and excellent skills in customer service.

- Strong communication and interpersonal skills.
- Possess a professional demeanor in interacting with visitors, members, board members, volunteers, donors, and vendors.
- Comfortable interacting with diverse ages and audiences.
- General knowledge of Latinx history and willingness to learn more.
- Ability to take direction and work independently.
- Fluent in Spanish Language preferred.
- Excellent prioritization and organization skills.
- Willingness to learn and apply new skills.

WORK ENVIRONMENT

- Extensive interaction with the public.
- Retail environment in a museum setting.
- Ability to perform the physical requirements of the job, including frequent sitting standing, walking, bending, kneeling, crouching, climbing stairs, lifting, pulling, and carrying up to 30 pounds.
- LA Plaza will make reasonable accommodations to enable individuals with disabilities to perform the responsibilities of the position.

EMPLOYMENT STATUS

- Part-time
- Schedule is Friday, Saturday, and Sunday from 11:30 am – 5:30 pm.

COMPENSATION

- Salary \$18 per hour. 18 hours per week

LA Plaza offers a competitive compensation package that includes:

- Free parking
- 90-day introductory period
- Direct Deposit of paycheck
- 20% discount at LA Tienda and LA Tiendita

Employment background screening will be conducted and conditional upon any offer of employment.

LA Plaza de Cultura y Artes is an Equal Opportunity/Affirmative Action, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.

HOW TO APPLY

Please send resume and cover letter, demonstrating your interest and qualifications, and at least three references to jobs@lapca.org.

