



SANTA FE INDIAN MARKET

SOUTHWESTERN ASSOCIATION FOR INDIAN ARTS

Sales Associate at SWAIA Merch Tent for Santa Fe Indian Market 2023

Job Description

TITLE:	Sales Associate
EMPLOYMENT TYPE:	Temporary, Hourly
REPORTS TO:	Merch Manager and Finance Coordinator
LOCATION:	Santa Fe, New Mexico
WORKING HOURS:	August 11th and August 14th – 21st, 2023
COMPENSATION:	\$15-17/hr DOE

About SWAIA

The Southwestern Association for Indian Arts (SWAIA) is a non-profit organization dedicated to bringing Native arts to the world by inspiring artistic excellence, fostering education, and creating meaningful partnerships. With a rich history spanning over 100 years, SWAIA has played a pivotal role in fostering artistic careers and providing opportunities for Native American artists to showcase their work on a global stage.

SWAIA hosts the prestigious Santa Fe Indian Market, one of the largest and most prestigious Native American art events in the world, attracting thousands of visitors and collectors each year. Joining the SWAIA team means becoming part of a passionate community committed to empowering Native American artists and celebrating their diverse talents.

About the Role

We are seeking motivated and customer-oriented individuals to join our team as a Sales Associate for the SWAIA Merch Tent at the Santa Fe Indian Market. As a Sales Associate, you will play a key role in providing exceptional customer service and promoting the merchandise available at the SWAIA Merch Tent.

This is a temporary position that will require your availability for an in-person training session on August 11th and during the week of Indian Market from the 14th to the 21st of August.

Responsibilities

- Greet customers, assist with their inquiries, and provide product information with a friendly and helpful attitude.
- Maintain a clean and organized sales area, ensuring merchandise is properly displayed and stocked.
- Process transactions accurately using a point-of-sale (POS) system and handle cash or card payments.
- Offer personalized recommendations and suggestions to customers based on their preferences and interests.
- Respond to customer feedback, concerns, and requests in a prompt and professional manner.
- Collaborate with team members to achieve sales goals and contribute to a positive team atmosphere.
- Uphold a strong knowledge of the SWAIA Merch Tent offerings.
- Assist with inventory management, including restocking shelves and conducting periodic stock checks.
- Adhere to all company policies and procedures, including maintaining a safe and secure working environment.

Requirements

- Prior experience in retail sales or customer service is preferred but not required.
- Strong interpersonal and communication skills.
- Excellent customer service skills with a friendly and approachable demeanor.
- Ability to work in a fast-paced environment while maintaining attention to detail.
- Basic math skills for processing transactions and handling cash.
- Availability for the entire duration of the Santa Fe Indian Market (14th to the 21st of August).
- Flexibility to work for extended periods of time.
- Must be reliable, punctual, and maintain a professional appearance.

How to Apply

If you are interested in becoming an Event Support Staff member for the Santa Fe Indian Market, please fill out the application found here: <https://forms.office.com/r/Hb9daSpfuP>

We appreciate all applications, but only those selected for an interview will be contacted.

Note: The Santa Fe Indian Market is committed to creating an inclusive and diverse environment. We encourage individuals from all backgrounds and communities to apply for this position.