



Heifetz International Music Institute

Sales Associate Job Description

The Heifetz International Music Institute is a non-profit organization dedicated to the artistic growth and career development of the most talented and promising young musicians in the world.

The Heifetz Music Store, located in historic downtown Staunton, VA, is seeking a dedicated Sales Associates for our upcoming store re-opening. Our downtown store serves as the Institute's Box Office, gift shop, and music store. As an affiliate of [Music & Arts](#), the Heifetz Institute Store is now a hub for instrument rentals and purchases, as well as a provider of a large number of instrument accessories, sheet music, and more.

A Heifetz Institute Store Sales Associate will:

- Be a representative of the Institute's mission
- Have a background or strong interest in music (proficiency on an instrument a plus)
- Communicate clearly and effectively with patrons and have excellent customer service skills
- Be a problem solver and quick learner
- Possess significant organizational skills and be detail-oriented
- Have basic financial and mathematical skills
- Display a positive attitude when learning new skills and addressing new challenges

Qualifications:

- High School diploma or equivalent required
- Minimum of 1 year related work experience preferred
- Must be able to lift up to 50lbs, some physical labor may be required
- Must be able to stand for long periods of time
- Ability to work evenings and weekends
- Display competency in MS Office, Google Suite, and Apple devices

Compensation for this position will be in the range of \$10 - \$15/hour, depending on experience.

If interested in this opportunity, email our Operations Director & Festival Manager, Claudia Encinas, at claudia@heifetzinstitute.org with the subject line "Sales Associate Application" and include a cover letter and resume.

The Heifetz Institute is an Equal Opportunity Employer. We hire based on personal capabilities and qualifications. We do not discriminate because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability or veteran status, or any other characteristic protected by law.