



Photo Sales Associate Job Description

Job Title: Photo Sales Associate
Department: Retail Department
Reports to: Director of Retail and Photography
FLSA Status: Non-Exempt

Job Summary:

Digital photographers provide exemplary guest service in the photography operation by taking photos at the various photo shoots and venues around the facility, assisting in the processing, printing, viewing and selling or photos, as well as interacting with guests ensuring a memorable experience. Photographers are ambassadors of the company and will take digital photographs of guests, answer guest's questions and assist guests with purchasing photographs. Photographers will also be cross-trained in gift shop/retail related tasks and duties as necessary, and be expected to act in this role as scheduled to fulfill the needs of the gift shop operation.

Duties/Responsibilities (Essential Functions): *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Proactively acknowledge, engage, and interact with all guests; understand and anticipate their needs.
- Is courteous, friendly, cooperative and professional with customers at all times.
- Responsible for keeping photography sites presentable with preparedness, cleaning, and organization.
- Capture high-quality guest photos using provided equipment
- Responsible for handling all photography equipment safely and with care.
- Assist, promote, and invite guests to view their photos.
- Play an active role in helping the team achieve overall photography productivity goals.
- Must be able to work in both indoor and outdoor environments as required by facility photography opportunities.
- Ensure cash control procedures are instituted, followed, and respected.
- Willingness to cross train as a Sales Associate and/or other required positions to support the overall retail store operations.
- Sells merchandise and advises customers on merchandise prices, sizes and/or features; offers additional merchandise suggestions
- Operates computerized cash register and credit card machine to conduct sales transactions, handles cash and makes change as required, wraps and bags customers' purchases
- Replenishes sale floor stock from stockroom
- Performs general floor maintenance and housekeeping; dusts and cleans display racks and shelves, hard good merchandise, and glass doors and windows; sweeps and mops floor
- Keeps displays and cashier area in a neat and organized manner
- Advises shop supervisor or manager of merchandise and supply needs, as well as customer requests
- If a customer wishes to have purchase mailed, completes the proper paperwork and wrapping, making sure customer receives a receipt for his/her purchase, and advises shop supervisor or manager of the package to be mailed