

Kaleideum Downtown

Job Title: Summer Play Assistant

Reports To: Visitor Experiences Manager and Education Programs Manager

Details: Part-time Position (June 11–August 24 with a mandatory all-staff meeting on June 4)  
12–27 hours per week, \$8 per hour

**Position Summary:** Responsible for enhancing the guest experience by providing efficient, superior customer service to internal and external customers, tidying the Museum exhibits and providing age-appropriate programming that is experiential, participatory and interactive while promoting the mission of the Museum. Additionally, Summer Play Assistants will work closely with the Director of Education, Visitor Experiences Manager, Education Programs Manager and Visitor Experiences Associates to ensure effective delivery of Museum, summer camp and exhibit educational content.

**Primary Duties and Responsibilities:**

1. Deliver proactive customer service in a professional and welcoming manner.
2. Implement educational programming/events for Museum visitors that creates linkages to the Museum's exhibits and mission which may be during the day, evenings, weekends and holidays. This includes program set up, delivery, tracking visitation and clean-up.
3. Facilitate visitors' experience in Museum exhibits.
4. Act as a role model for adult visitors to encourage open-ended, child-directed play with children.
5. Provide impromptu story time and/or music time during busy floor times.
6. Monitor the orderly operation of the museum including ensuring that Museum rules, safety standards and sanitation requirements are followed and routinely walking through the gallery and staging for play as needed.
7. Constantly improve knowledge of Museum exhibits and programs and keep up to date with changes.
8. Attend all trainings and staff meetings.
9. Perform other duties as assigned.

**Knowledge, Skills, Ability: energetic quality customer service must work some weekends**

- Ability to communicate with the public including Museum visitors, teachers, parents/caregivers, program donors, and community members in a courteous and professional manner.
- Team player with the ability to work in a dynamic, ever-changing environment.
- Passion for educating the public and actively promoting Museum education programs to a variety of audiences.
- Comfortable delivering content and facilitating experiences in front of large and small audiences, children and adults of all ages.
- Reliable, conscientious, and well-organized.
- Skilled in problem-solving and conflict resolution.
- Possess (or able to obtain) First Aid and CPR certification.
- Must be available to work days, evenings, weekends and holidays as needed.

**Qualifications:**

***Education***

College degree or some college course work in Education or related field completed preferred. High school degree/GED required. Will accept a combination of education and experience if it is closely related to job skills needed for the position. Ability to speak Spanish a plus.

***Experience***

1 or more years experience in an educational setting working with children birth through 8; Previous experience in a museum or non-profit environment a plus.

**Essential Physical Functions:**

On any given day, may be frequently required to do one or more of the following: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 25 pounds or sitting on the floor.

Constantly moves about to coordinate work on the floor

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum Downtown.

To apply, please submit a museum application and resume to [cmiller@kaleideum.org](mailto:cmiller@kaleideum.org)