



## **Party Host (Part-Time Event Staff)**

Pretend City Children's Museum is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children's Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community. We are currently looking to fill the following part-time position:

### **Party Host (Part-Time) - \$10/hour**

Pretend City Children's Museum is searching for Party Hosts. Reporting to the Sales Coordinator, the Party Host is responsible for the execution of parties or special events held at the museum while at all times providing outstanding customer service.

#### **Major Job Responsibilities:**

- Maintain the highest standards of friendly, helpful, and responsive customer service at all times
- Coordinate with birthday party/special event guests to maintain order and timelines
- Assist with party setup, cleanup, and other party related activities
- Maintain cleanliness and efficiency of event spaces
- Able to take direction to provide a positive party experience to guests
- Communicate any customer issues to the Lead Party Host for immediate attention and resolution
- Act upon all comments/complaints in a prompt and friendly manner
- Ensure a safe and fun environment for all guests and staff
- Assist as needed with other museum events, taking direction from the Sales Coordinator

#### **Qualifications:**

- Currently enrolled in high-school, diploma or equivalent, some college preferred
- Must be available on the weekends and evenings
- Interest in event planning preferred
- Ability to engage with children/adults in an energetic, friendly, and professional manner
- Shows attention to detail and anticipates the needs of the client
- Ability to react positively in a fast-paced environment
- Proven ability to work independently and prioritize tasks
- Excellent interpersonal and communication skills
- Ability to stand and walk around for extended periods
- Ability to bend, kneel, and lift up to 25 pounds
- Background/fingerprint checks are completed on all employees

#### **Application Procedure:**

To be considered for this recruitment, please submit a cover letter, resume, salary/hourly history/requirement, and three professional references to [jobs@pretendcity.org](mailto:jobs@pretendcity.org). The email subject line MUST include the following: Party Host.