



Kids Parties & Events Host (Part-Time)

Starting Hourly Rate: \$15.50 - \$17.00

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.

Pretend City Children's Museum is searching for a Kids Parties and Events Host. Reporting to the Director of Operations, the Kids Parties and Event Host is responsible for the execution of parties or special events held at the museum while always providing outstanding customer service.

Major Job Responsibilities:

- Coordinates all aspects of Pretend City's events including but not limited to facility rentals, birthday parties, and special program events
- Greets event/party hosts and guests upon arrival and ensure events/parties run smoothly, coordinating efforts of other team members as needed to deliver outstanding guest service
- Ensures event space or party rooms are set-up and clean prior to and after each party
- Effectively manages event or party's schedule and proactively conducts time management to ensure events and parties begin and end as scheduled
- Ensures the safety and well-being of visitors
- Organizes and manages party supply inventory
- In coordination with the Director of Operations and Events Coordinator, assists in the logistics for Pretend City events and parties
- In coordination with the Director of Operations, assists in identifying and cultivating relationships with businesses, community partners, etc.
- Performs other duties as requested

Essential Qualifications:

- High-school diploma or equivalent, some college preferred
- Two years of previous experience in guest service or event coordination is preferred
- Accustomed to working in a fast-paced environment as part of a team to provide exceptional customer service
- Strong interpersonal and communication skills
- Ability to build relationships with guests, the public, and other team members
- Proactive, demonstrating the ability to identify, address, and resolve problems as well as suggest areas for improvement
- Ability to stand and walk around for extended periods
- Knowledge of Microsoft Office applications
- Able to work nights and weekends on a consistent basis
- Must feel comfortable being on the feet for most of the work shift

Application Procedure:

To be considered for this recruitment, please submit a cover letter, resume, and 3 professional references to jobs@pretendcity.org. The email subject line MUST include the following: Kids Parties and Events Host.

Pretend City Children's Museum is proud to be an equal opportunity employer and is committed to actively seek a diverse pool of qualified candidates. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by applicable law.