



**Museum Floor Associate (Part-Time)**  
**Starting Hourly Rate: \$15.50-\$17.00 per hour**

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.

In line with our goals and mission, we are currently seeking individuals with a working knowledge in child development to provide our guests with playful and rich memorable learning experiences, while overseeing the play spaces and interactions within them.

**Essential Functions:**

- Ensure all programs and activities are consistent with the educational philosophy and mission of the museum
- Maintain a welcoming and engaging visitor experience while offering support and guidance throughout the museum
- Ensure the safety and well-being of museum guests
- Provide excellent customer service and ensuring all guests have a fun, unique and memorable visit
- Provide excellent educationally based activities by facilitating learning through developmentally appropriate play
- Implement age-appropriate exhibit curriculum and activities in assigned exhibit area
- Support and encourage grown-up guests to engage in play WITH their children
- Work together as a team to ensure that museum areas and party spaces are clean, disinfected and reset as needed and are inviting to guests
- Exercise effective communication skills while working with staff, volunteer, and community members
- Lead field trips and/or special impromptu programming activities
- Able to work in a fast-paced environment while maintaining continued attention to detail

**Qualifications/Requirements:**

- Minimum 1-2 years related experience working with young children and families
- Pursuit of higher education in Education, Early Childhood Education or Child Development is preferable
- Strong organizational skills with the ability to prioritize and work independently
- Sound decision-making and excellent customer service skill
- Excellent written and verbal communications, and strong interpersonal skill
- Knowledge of Microsoft Office applications
- Ability to work cooperatively and collaboratively with staff, management, and volunteers
- Able to work nights and weekends on a consistent basis
- Able to accommodate flexible scheduling week to week
- Must feel comfortable being on the feet for most of the work shift
- Must be able to lift (20) lbs

**Application Procedure:**

To be considered for this recruitment, please submit a cover letter, resume, and 3 professional references to [jobs@pretendcity.org](mailto:jobs@pretendcity.org). The email subject line MUST include the following: Museum Floor Associate.

***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.***