



Lead Museum Support (Part-Time)

Hourly Rate: \$18.00 - \$19.00 per hour

Are you looking to gain more experience working with children and are ready to take on the next step in your career? If you answered yes, Pretend City Children's Museum is the perfect place for you.

Pretend City is seeking fun, passionate, and creative personalities to join our team! We are currently accepting resume for full-time Lead Museum Support to help serve our mission of Building Better Brains through play. As a Lead Museum Support, you will serve as a leader to the museum floor educator and ensure the quality of all daily programming.

We take pride in providing high-quality resources, interactions and programs for families- with our museum floor educators being the drivers of that.

What's important to us:

- Maintain a welcoming and engaging visitor experience while offering support and guidance throughout the museum
- Provides excellent customer service and ensuring all guests have a fun, unique and memorable visit
- Candidate must be comfortable working in a public setting that is fast paced, has high auditory and visual stimuli, while mostly working on their feet
- Provides excellent educationally based activities and ensures all programs and activities are consistent with the educational philosophy and mission Pretend City
- Support and encourage grown-up guests to engage in play WITH their children
- Work together as a team to ensure that museum areas are clean and ensures the safety and well-being of museum guests and staff
- Exercises effective communication skills while working with staff, volunteer, and community members
- Leads field trips and/or special programming activities
- Able to work in a fast-paced environment while maintaining continued attention to detail

Qualifications/Requirements:

- Minimum two years related experience working with young children and families
- A degree or pursuit of higher education in Education, Early Childhood Education or Child Development is preferable
- Excellent customer service skills
- Excellent written and communication skills and the ability to work effectively with others
- Knowledge of Microsoft Office applications and standard office equipment
- Require working one weekend day (Saturday or Sunday)
- 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: Lead Museum Support.

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.