



**Museum Floor Associate (Full-Time)**  
**Starting Hourly Rate: \$16.50-\$18.00 per hour**

Pretend City Children's Museum is a non-profit organization who believe "young children learn best through play. Designed as an interactive and hands-on museum, Pretend City Children's Museum's vision is to ensure that each child is ready for school success by providing real-world learning experience that children need to develop essential foundational learning skills.

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

**Essential Functions:**

- Ensure that all educational and child development programs and activities occurring in the learning spaces are consistent with the educational philosophy and mission of the museum.
- Engage Pretend City guests in a variety of in-house programs and activities including but not limited to planned/special impromptu programming activities, field trips, parades, etc.
- Evaluate the need of each learning space with regards to supplies restocking and ordering.
- 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 customer service by engaging guests, facilitating education through play, modeling developmentally appropriate play, and providing grown-ups educational and child development feedback.
- 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.
- Assist with birthday parties and event rentals set-up, facilitation, and clean up.
- Able to work in a fast-paced environment while maintaining continued attention to detail.
- Assist in other activities as assigned.

**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.
- Available primarily Wednesdays – Sundays with flexibility of some evenings and other days as needed for seasonal and operational needs.
- 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.***