



Job Title: Museum Education Assistant
Reports To: Director of Learning & Engagement
Status: On-site, Part-Time (20-25 hours/week)
Salary: Hourly position at \$12-\$16/hour

Job Position Summary: The Building for Kids' Museum Education Assistant is someone who is looking to build a stronger community for kids and their families, by providing engaging experiences through the support of facilitated activities, events, and exhibits.

Essential Duties & Responsibilities:

- Advance the museum's reputation as a safe space, where diverse communities feel welcome, and programming is inclusive and accessible to all populations
- Support play-based learning activities, including classes for school and childcare groups, family-group activities, drop-off camps (after-school and summer), and off-site engagement activities
- Support the coordination and facilitation of events hosted by the museum
- Engage with visitors through activities and in exhibits
- Have an awareness of needs in the museum's exhibits and activity spaces – cleaning, putting away items, restocking items and supplies
- Other duties as assigned

Experience & Qualifications:

- Energetic and engaging presence
- Experience working with children
- Experience engaging with diverse groups of people, including different ages and abilities
- Comfortable speaking in front of groups of people
- Comfortable working in a fast-paced, high-traffic environment
- Ability to adapt and adjust to environmental changes and to the needs of the people being served
- Exceptional communication skills
- Demonstrates exceptional customer service skills
- Ability to work weekends and evenings

Work Environment: Work attire is casual with a shirt provided to the employee. The employee must be able to move or lift up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, please send resume to Kathy Dean, Director of Learning & Engagement:
kdean@buildingforkids.org

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