



## Playologist – Welcome Desk - Position Description

Reports to: Visitor Experience Manager & Floor Supervisor  
Classification: Tuesday – Friday (8:30am – 3:30pm)  
Hourly: \$10.50 - \$12.00

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The Building for Kids Children's Museum (BFKCM) is looking for an energetic, outgoing individual who loves families and kids, excels at customer service, and is excited to work in, and create, a fun and engaging environment. This position is a main point of contact for our visitors, ensures our visitors have an amazing experience and assists with the functioning of the BFKCM from open to close.

### Job Duties:

- Greet families and answer customer inquiries.
- Process sales and maintain records accurately in BFKCM database/point of sale system.
- Answer phones
- Data clean up
- Interact and engage with visitors of all ages, go out of your way to help kids and families get the most out of their experience at the BFKCM.
- Assist with field trips, birthday parties and special events.
- Perform daily opening and closing duties throughout the BFKCM.
- Perform other duties as assigned.

### Ideal candidates will have:

- Enthusiastic and engaging attitude.
- Experience working in a fast-paced, high-traffic, public environment.
- Customer service experience.
- Basic computer skills.
- Experience with cash handling procedures.
- Strong communication skills.

**Application** - Please submit a brief cover letter with either your resume or BFK employment application to:

Melissa Wallace, Visitor Experience Manager  
The Building for Kids Children's Museum  
100 W. College Avenue  
Appleton, WI 54911  
Email: [VisitorExperience@buildingforkids.org](mailto:VisitorExperience@buildingforkids.org)  
920-734-3226 x116

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**Empowered children. • Engaged parents. • Energized communities.**

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