



## **Job Description: Visitor Assistant**

**Date:** July 27, 2015

**Reports to:** Assistant Director of Education and Director of Education and Programs

Do you enjoy bringing stories to life, exploring nature and tinkering with tools? Would you like to foster imagination and share a sense of fun? Do you want to be a part of inspiring the next generation of creative thinkers? Then consider joining the MCM team!

**Summary:** The Mississippi Children's Museum seeks energetic, outgoing individuals who want to work in a fun, educational, fast-paced environment facilitating superior visitor experiences. This individual must provide a high profile, enthusiastic presence on the gallery floor, engage children and adults in age appropriate play, and help maintain Museum galleries at a level that maximizes the visitor's experience. This is a part-time position requiring approximately 20 hours commitment per week.

### **Responsibilities:**

- Actively engage visitors by playing with them in exhibits, answering questions, and helping when necessary.
- Facilitate exhibit-focused activities with an emphasis on STEM, literacy and the arts.
- Coordinate and perform day-to-day gallery operations and procedures to ensure visitor satisfaction and safety.
- Monitor exhibits for safety and cleanliness, including picking up toys and props.
- Ensure opening and closing responsibilities are completed each day for each gallery.
- Assist in leading large group activities and coordination of field trips, programming and special events as necessary.
- Cross-train with both programs/operations departments to assist with visitor experiences.
  - a) Facilitate arts and programmatic experiences
  - b) Assist with field trip programs
  - c) Assist with Ready to Roar reading time
  - d) Assist with special event and program setup/cleanup
- Work occasionally after-hours for special events and programmatic opportunities.

### **Qualifications and Skills:**

High School diploma or GED preferred with a minimum of one year experience working or volunteering directly with children in an educational or professional setting.

- Excellent interpersonal and verbal communication skills.
- Commitment to customer service excellence and teamwork.
- High comfort level working with children and a diverse public.
- Ability to work a flexible schedule including weekends and holidays

**Hours:**

- Requires approximately 20 hours commitment per week Tuesday-Saturday between 8:30 am and 5:30 pm and Sunday between 12:30-6:30 pm with the possibility of after-hours program and event work.

The Mississippi Children's Museum is a 501(C)3 organization with the mission of providing unparalleled experiences that ignite a thirst for discovery, knowledge and learning in all children. To apply, please submit a letter of interest, resume and contact information for three or more professional references to:

- email: [careers@mcm.ms](mailto:careers@mcm.ms)
- fax: (601) 709-2603
- mail: Mississippi Children's Museum, Attention: Careers PO Box 55409, Jackson, MS 39296