



Job Description: Party Host/Hostess

Summary: The Mississippi Children's Museum is seeking energetic, outgoing, creative individuals to serve as Birthday Party Host/Hostess. This position is responsible for creating a fun and enjoyable birthday party experience, assisting the family, and facilitating any additional programs requested for the party. This is a part-time position that reports to the Operations Manager.

Principal Accountabilities:

- Greets and welcomes the party family and escorts them to their designated Party Space.
- Assists the party family with decorating the Party Space.
- Organizes and facilitates any additional activities.
- Leads the party in Birthday celebration and cake distribution.
- Creates memorable experiences by interacting and engaging with the party Guests throughout the birthday event, monitoring events, anticipating party needs, and aiding the party family/party planner.
- Gathers and stores birthday gifts and cake (if applicable).
- Answers questions and/or direct questions to the appropriate person.
- Assists in creating and ensuring a safe program environment which may include program set-up, clean-up and general cleaning of spills and food waste as the program dictates.
- Works collaboratively with all other MCM personnel.
- Assists in museum galleries when not attending a party.
- Upholds and exemplifies department policies and guidelines in all aspects of job performance and in relationships with children, families and other employees as outlined in the MCM Employee Handbook.
- Administers and/or assists with basic First Aid and completion and submission of accident report forms.
- Communicates all pertinent program information (incidents or injuries, supply needs, or concerns) to Operations Manager, Operations Assistant, Assistant Director of Operations, or Manager on Duty.
- Ability to independently solve problems.
- Attends and participates in department-provided training.
- Other duties as assigned by Operations Manager, Operations Assistant, Assistant Director of Operations, or Manager on Duty.

Qualifications and Skills:

- Must be 18 or older.
- Excellent interpersonal and verbal communication skills.
- Commitment to customer service excellence and teamwork.
- High comfort level working with children and a diverse public.
- Attention to detail and strong multi-tasking skills.
- Must be able to stand, bend, and move tables and chairs when needed.

Hours:

- Saturdays between 8:30 AM and 5:30 PM and Sundays between 12:30 PM and 6:00 PM
- Must be able to work at least one Saturday and one Sunday within the month.
- Weekday shifts will be open during holidays and school breaks such as Christmas, Spring, and Summer Breaks.

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 and resume to careers@mcm.ms.

Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.