



Visitor Assistant

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 up to 25 hours commitment per week.

Principal Accountabilities:

- Actively engages visitors by playing with them in exhibits, answering questions, and helping when necessary.
- Facilitates exhibit-focused activities with an emphasis on STEM, literacy and the arts.
- Coordinates and performs day-to-day gallery operations and procedures to ensure visitor satisfaction and safety.
- Monitors exhibits for safety and cleanliness, including picking up toys and props.
- Ensures opening and closing responsibilities are completed each day for each gallery.
- Assists in leading large group activities and coordination of field trips, programming and special events as necessary.
- Cross-trains with Programs and Operations departments to assist with visitor experiences.
- Facilitates arts and programmatic experiences.
- Assists with field trip programs.
- Assists with special events and program setup/cleanup.

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 up to 25 hours commitment per week Tuesday-Saturday between 8:30 am and 5:30 pm and Sunday between 12:30-6:30 pm. After-hours programmatic and special events work are required as necessary.

The Mississippi Children's Museum is a 501(C)(3) organization with the mission to create unparalleled experiences to inspire excellence and a lifelong joy of learning. Management reserves the right to modify, delete, and/or add additional expectations to meet the needs of the Mississippi Children's Museum as necessary.