



## Visitor Assistant

**Summary:** The Mississippi Children's Museum – Meridian 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 Story Time
  - d) Assist with WonderBox
  - e) 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

*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.*

Updated: 1/12/21

**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.

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