

Museum Assistant

Responsibilities

- **Saturdays:** Works with Museum staff, assisting with Saturday operations like opening and closing the Museum, monitoring the front desk, greeting visitors, taking admissions, processing memberships, supervising birthday parties, interacting with children during gallery play, and maintaining exhibit galleries.
- **Select Sundays:** Works with the Programs & Gallery Manager, assisting with Sunday operations like opening and closing the Museum for private birthday party and event rentals, supervising private birthday party and event rentals, interacting with children during gallery play, maintaining exhibit galleries, and helping with end-of-day cleaning.
- **Select Fridays:** Works with the Education Manager and Programs & Gallery Manager on the third Friday of each month, assisting with supervising Date Night Drop-Off, implementing activities and games, interacting with children during gallery play, maintaining exhibit galleries, and closing the Museum.

Qualifications

- Must be organized and have an outgoing personality.
- Must enjoy working with children and be comfortable managing small groups of people.
- Educational instruction experience is an asset but not required.
- College degree or college degree in progress preferred.
- Must be available to work weekends and around the holidays.
- Must be fully vaccinated against COVID.