



## **Museum Experience Facilitator**

### **Museum Experience**

**Reports to:** Museum Experience Supervisor

**Job Status:** Part-time; non-exempt

**Work Schedule:** Hours vary; must be available weekends

**Pay:** \$12.00/hour

### **MISSION STATEMENT**

To develop innovative problem-solvers through playful learning experiences that strengthen relationships between children and their world.

### **ORGANIZATIONAL OVERVIEW**

Portland Children's Museum consists of three inter-related entities: (1) the Museum, comprised of indoor/outdoor exhibits and on-site/off-site programs, (2) Opal School, a fee-based preschool and public K-5 charter school, and (3) the Museum Center for Learning, which researches fresh approaches to education and provides professional development for educators. In this description, Museum, School, and Center refer to the specific entity, while Portland Children's Museum (or, "the organization") refers to the whole.

### **OUR COMMITMENT TO DIVERSITY AND INCLUSION**

In the Portland metro area, 47% of students are children of color. At Portland Children's Museum, we strive to have our guest and school families reflect that diversity, and for our staff and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

### **POSITION SUMMARY**

The Museum Experience Facilitator is responsible for carrying out Portland Children's Museum's mission by facilitating play-based experiences on the Museum floor, studios and outdoor spaces; providing information to guests; and maintaining Museum environments. This includes responding to visitor inquiries, communicating policies and procedures, and promoting a museum environment that is welcoming, participatory, and safe. The Museum Experience Facilitator also acts as a liaison for scheduled birthday parties and incoming field trips.

### **RESPONSIBILITIES:**

#### **Facilitating Play (50%)**

- Facilitate open-ended play-based experiences for children and families within the Museum's indoor/outdoor exhibits and in the Clay and Maker Studios.
- Develop pop-up programs with Visitor Engagement Manager through the lens of Playful Inquiry.
- Lead interactive Storytime.
- Serve as a liaison for scheduled birthday parties, also known as a "Party Pal."
- Support Museum Experience programming and special events, including offsite and after-hours events.

**Provide Information (25%)**

- Greet and interact positively with guests and field trip groups.
- Orient guests to Museum, answer questions and provide up-to-date information on Museum programming, events, and activities.
- Remind guests of Museum policies when needed.

**Maintaining Environments (25%)**

- Perform daily opening and closing duties throughout the Museum, including routine cleaning and preparation of studio materials.
- Monitor indoor and outdoor exhibits by resetting props and removing unsafe objects and broken props throughout the day.
- Assist the Manager on Duty in reconnecting children and adults who get separated.

**Qualifications****Skills**

- High school diploma or equivalent work experience, preferred; bachelor's degree or coursework in Child Development, Early Learning, Art, STEM, and/or Theatre a plus.
- Experience working with children in informal educational settings desired.
- Experience working with diverse audiences desired.
- Ability to clearly and respectfully communicate with guests and other Museum staff.
- Able to respond to emergency situations in a calm and comforting manner.
- Experience that demonstrates self-motivation, initiative, energy, creativity, and punctuality.
- Fluency in multiple languages, a plus.

**Competencies**

- Enjoy working and playing with young children (ages 0-10) and their families.
- Flexible and comfortable in a fast-paced, dynamic environment.
- Maintain a playful spirit and positive attitude.
- Enjoy being and playing outside.
- Interest in creativity, art or science projects and/or making things.
- Enjoy working with people from diverse backgrounds.

**Working Conditions**

- Able to work at least one weekend day each week.
- Must be able to maintain mobility through an eight-hour shift.
- Must have flexible schedule.
- Regular and reliable attendance required.
- Because we work with children, a background check is required.

**To apply** please send a resume and cover letter with **“Facilitator”** in the subject line to [resumes@portlandcm.org](mailto:resumes@portlandcm.org). No phone calls please.