



Title: Museum Experience Facilitator
Reports to: Museum Experience Supervisor
Job Status: Part-time; non-exempt
Work Schedule: Hours vary; must be available weekends
Pay: \$12.50/hour

MISSION OF PORTLAND CHILDREN'S MUSEUM

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

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.

BENEFITS

- As a part-time, employee, you may qualify for
 - substantial discount on TriMet bus pass
 - considerable Paid Time Off policy
 - Free Children's Museum Admission Pass
 - Pass for free admission to many other area museums and attractions
 - Onsite Café discount
 - Free parking

We also have fun staff meetings and parties

RESPONSIBILITIES:

Facilitating Play (50%)

- Facilitate creative play-based experiences for individuals and collaborations in the exhibits and studios.
- Lead story time.
- Support Museum Experience programming, special events and birthday parties.

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.
- Process Clay Studio sales and follow cash handling procedures

Qualifications

Skills

- High school diploma or equivalent, preferred; bachelor's degree or coursework in Child Development, Early Learning, Art, STEM, and/or Theatre a plus.
- Experience working with children through the arts and sciences in recreational settings, afterschool programs, or classrooms desired.
- Experience working with diverse audiences desired.
- Reading, writing and communication skills sufficient to 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 of diverse backgrounds.

Working Conditions

- Able to work at least one weekend day and some evenings.
- Must be able to maintain mobility through an eight-hour shift.
- Must have flexible schedule.
- Must pass a background check.
- Regular and reliable attendance required.

APPLICATION INSTRUCTIONS

Please send a resume and letter of interest to resumes@portlandcm.org. with Museum Experience Facilitator in the subject line.

Tell us why this job would be a good fit for you.

No phone calls please.