The Works Museum
Job Posting

Job Title: Visitor Experience Staff
Date: August 2019
Department: Finance and Operations/Education
Reports To: Visitor Experience Supervisor
Status: Hourly, non-exempt
Hours: Part time 6-15 hours/week, depending on availability; must be able to work at least one weekend day.

Visitor Experience Staff work at the Museum’s front desk, selling visitor tickets, memberships and gift store items; providing information; checking exhibit areas, restrooms and other public areas; greeting groups and supervising them on the exhibit floor; and facilitating birthday parties, which includes leading hands-on engineering projects with groups of 8-20 children.

Pay rate: $9.86/hour

Qualifications:
- Must be age 16 or older.
- At least 3 months experience in a customer-service environment with a track record of excellence.
- At least 3 months experience working with kids ages 4-12.
- Have the ability to represent The Works programs and mission with enthusiasm and professionalism.
- Be friendly, positive, outgoing, and high-energy.
- Be fair and respectful of Minnesota’s many cultures.
- Have excellent problem-solving skills.
- Have strong verbal and written communication skills.
- Have familiarity with and willingness to use basic computer functions such as email, databases, and point-of-sale programs.

Responsibilities:
- Give visitors information and respond to their questions.
- Sell admissions, memberships and gift shop items.
- Greet and orient groups; supervise their museum visit.
- Host birthday parties.
- Assist with organizing, cleaning and preparing program materials.
- Other duties as assigned.

Preferred Qualifications and Experience:
- Experience or strong interest in hands-on science, engineering, or math education for elementary school aged children desired.
- Experience with robotics or NXT, LEGO, and or coding is a plus.

How to Apply:
- To apply, send a cover letter and resume to jobs@theworks.org  No calls, please