

The Works Museum Job Posting

Job Title: Summer Visitor Experience Staff

Department: Finance and Operations/Education

Reports To: Visitor Experience Manager

Hours: 12-30 hours per week in summer; primarily Monday-Friday with some weekend shifts available; as early as 8:30 a.m. and as late as 5:00 p.m.

Status: Hourly, non-exempt

Temporary. Summer season begins June 7 and runs through September 2, 2021

Pay: \$11/hour

The Works is seeking motivated, friendly individuals to assist with our summer camps for ages 5-12, as well as staff our front desk, lead birthday parties, and assist with school group visits. Visitor Experience Staff are responsible for delivering high quality public and private visitor experiences at The Works. This involves handling visitor admission and merchandise sales, greeting visitors and responding to visitor questions and needs, and performing day-to-day maintenance and cleaning of public spaces including exhibits and restrooms. Staff will also assist lead teachers to supervise summer campers in the classroom, at lunch, and recess.

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 5-12.
- 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:

- Supervise and engage children in The Works Museum's hands-on engineering camps.
- Sell admissions, memberships, and gift shop items. Give visitors information and respond to their questions.
- Greet and orient groups; supervise their museum visit.
- Assist with organizing, cleaning, and preparing program materials.
- Greet and host birthday parties
- 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.

The Works Museum is an equal opportunity employer and does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local, or federal laws.

How to Apply:

To apply, send a cover letter and resume to jobs@theworks.org No calls, please. We'll begin evaluating applications as they're received. Position open until filled.