

The Works Museum Job Posting

Job Title: Visitor Experience Staff

Department: Finance and Operations/Education

Reports To: Visitor Experience Manager

Hours: Part time 6-15 hours/week; Shifts may be scheduled Monday, Thursday, Friday from 8:30 am-3:30pm, or Saturday from 9:30am-4:30 pm depending on Applicant's availability. Must be available at least two Saturdays per month.

Status: Hourly, non-exempt

Temporary. This position is scheduled through March of 2022, with the possibility of extension.

Pay: \$11/hour

The Works is seeking motivated, friendly individuals to work at the Museum's front desk, sell visitor tickets, memberships and gift store items; provide information; check exhibit areas, restrooms and other public areas; greet groups and supervising them on the exhibit floor; and facilitate birthday parties, which includes leading hands-on engineering projects with groups of 8-20 children.

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.

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.