

**The Works Museum
Job Posting
Spring 2023**

Job Title: Visitor Experience Staff

Department: Finance and Operations/Education

Reports To: Visitor Experience Supervisor

Hours: Part time 8-24 hours/week; Shifts include two weekdays 8:30am-4:30pm; Saturdays, 9:30am-4:30pm

Status: Hourly, non-exempt

Pay: Starting at \$13 - \$14.50/hour

The Works is seeking motivated, friendly individuals to work at the Museum's front desk and host birthday parties. Visitor Experience Staff help ensure that museum operations run smoothly, including selling visitor tickets and memberships; providing information to visitors; maintaining museum gallery, restrooms, and public areas; greeting and supervising groups visiting the Museum; and facilitating 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 with enthusiasm and professionalism.
- Be friendly, positive, outgoing, and high-energy.
- Be respectful of Minnesota's many cultures.
- Proficiency in basic computer functions such as email, databases, and point-of-sale programs.

Responsibilities:

- Host birthday parties.
- Provide visitors with information and respond to their questions.
- Sell admissions and memberships.
- Greet and orient groups; supervise their museum visit.
- 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.