

**The Works Museum  
Job Posting  
October 2024**

**Job Title:** Group Visit and Program Support Staff

**Department:** Operations

**Reports To:** Visitor Experience Supervisor

**Hours:** Part time 20-25 hours/week; weekdays 8:30 a.m.-3 p.m., possible weekend shifts of 9:30 a.m.-5:30 p.m.

**Status:** Hourly, non-exempt

**Pay:** Starting at \$13.50 - \$15.00/hour, commensurate with experience

The Works Museum makes learning about science and engineering interesting, engaging, and fun. The Museum's unique exhibits and programs create memorable learning experiences for all children. Our mission is to inspire the next generation of innovators, engineers, and creative problem solvers.

The Works is seeking motivated, friendly individuals to work at the Museum's front desk. Visitor Experience Staff help ensure that museum operations run smoothly, including greeting and supervising groups visiting the Museum; maintaining museum gallery, restrooms, and public areas; selling visitor tickets and memberships; and providing information to visitors.

**Responsibilities:**

- Welcome and oversee student group visits ensuring groups are welcomed, orientated, and managed throughout their visit
- Assist with organizing, cleaning, and preparing program materials.
- Monitor the exhibit gallery and visitor amenities for cleanliness, functionality, and appropriate supply levels
- Provide visitors with information and respond to their questions.
- Sell admission tickets and memberships.
- 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.

**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.
- Represent The Works Museum's programs and mission with enthusiasm and professionalism.
- Friendly, positive, outgoing, and high-energy.
- Respectful of Minnesota's many cultures.
- Proficiency in basic computer functions such as email, databases, and point-of-sale programs.
- Ability to lift 25 pounds.

*The Works 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.*

To Apply: Please submit an electronic cover letter and resume to [jobs@theworks.org](mailto:jobs@theworks.org). -We will begin evaluating applications, as they are received. Position open until filled.