

**HEALTHWORKS! KIDS' MUSEUM
JOB DESCRIPTION**

TITLE: Museum Associate

REPORTS TO: Director of Operations

FLSA JOB STATUS: Non-Exempt

DATE WRITTEN: February 2022

Part-time Position – 16-24 hours per week, \$14 hourly pay. We are specifically seeking a candidate that is available to work in person 9am-5pm on Thursdays and Saturdays. Additional days/hours negotiable and flexible, with possibility of remote work. This position is not eligible for benefits.

JOB SUMMARY:

Reports to the HealthWorks' Co-Executive Director: Director of Operations. The roles of this position are diverse and include customer service, administrative, educational, and project-based responsibilities. An ideal candidate will be comfortable working both independently and with a team.

JOB SPECIFICATIONS:

Education and Experience

The knowledge, skills and abilities as indicated below are normally acquired through the successful completion of a high school diploma or equivalent. Ideal for those considering careers in health, education, museum studies, nonprofits, or similar areas.

Knowledge & Skills

1. Requires playing well with others and being firmly grounded in a team approach and mentality.
2. Demonstrates an ability to create and present an engaging learning experience for children via dance, humor, music, performing arts, storytelling, physical education, drama, or any other creative combination of these.
3. Projects a love for children and a positive image consistent with the goals of HWSTL
4. Demonstrates strong interpersonal communication skills necessary to interact with a wide variety of clients and organizations in a variety of situations.
5. Demonstrates excellent planning and organizational skills and the ability to work independently.
6. Demonstrates an ability and desire to learn new skills essential to the management of a nonprofit organization, small business, and museum

Working Conditions

1. Works in an interactive children's museum environment and in the community.
2. Some travel to various community sites is required.

Physical Demands

Requires the physical ability and stamina to perform the essential functions of the position.

ESSENTIAL JOB DUTIES:

The below statements are intended to describe the essential job functions and level of work performed by individuals assigned to this classification. They are not to be construed as an exhaustive list of all job duties performed by the personnel occupying this position.

Customer Service Responsibilities (70%)

- Greeting customers in a warm and friendly manner
- Cashiering responsibilities to include sales of admission tickets, merchandise, gift certificates etc.
- Front desk responsibilities to include answering phones, responding to general emails, answering questions
- Managing reservations of field trips and birthday parties under the direction of supervisor
- Monitoring children on exhibit floor to ensure safety
- Light cleaning duties, to include sanitation of interactives and toys, organization, sweeping, spot-mopping, light bathroom maintenance, etc.

Administrative Responsibilities (20%)

- Data entry and management to keep clear records of donors, members, and other constituents
- Filing of documents

Educational Responsibilities (10%)

- Performance of health educator led shows in the learning theatre, as needed
- Occasional travel to schools and outreach events to provide community health education
- Engagement with guests of the museum through health activities and guided exhibit interactions

Project-based Responsibilities (Secondary priorities for if/when there are slow periods or downtime)

- Varying based on ongoing priorities for the advancement of the museum
- Tasks to be discussed beforehand and assigned based on skills and interests
- Examples may include researching topics, creating activities for new shows, reaching out to community members, design, etc.