



Brain Builder
(Part-time, \$11.50/hour)

Pretend City Children's Museum is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children's Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community.

We are currently seeking bright, energetic, educated and friendly candidates who have a general knowledge of child development, to provide a variety of activities to our guests. In addition, this position, called Brain Builder, will be responsible for offering guests a variety of educational programs and activities that will create a positive and educational experience for families.

Essential Functions:

- Ensure that all educational programs and activities occurring in the exhibits are consistent with the educational philosophy and mission of the museum
- Develop and implement exhibit curriculum and activities in assigned exhibit areas
- Evaluate the need of each exhibit in regard to supplies restocking and ordering
- Ensure the safety and well being of museum guests
- Inform guests of the museum layout, events, activities and exhibits
- Provide excellent customer service by engaging guests, facilitating education through play, answering questions and resolving problems (referring tougher problems to the supervisor as necessary)
- Guide and transition the guest through exhibits, keeping in mind a smooth flow of traffic and a safe space for play
- Develop an understanding of the museum exhibits, their educational intent and how to best utilize this information to ensure that guests have a fun, unique and valuable learning experience.
- Greet museum guests and ensure smooth exhibit floor operations
- Model best practices for all Pretendengineers staff, volunteers, and interns through exceptional delivery of services
- Demonstrate sound judgment in determining project guidelines, purpose, follow-through, and completion
- Use technology to monitor, develop, and manage the necessary functions of the position in an effective and efficient manner
- Exercise good communication skills while working with staff, volunteer, and community members
- Ensure all museum exhibits and events are staffed for an optimal guest experience
- Model and facilitate developmentally appropriate practices to educate parents about effective early childhood education
- Support and encourage adult guests to actively play WITH their children
- Work together as a team to ensure that museum exhibits, restrooms, floors and all public areas are clean, disinfected as needed and presentable to guests at all times
- Assist in set-up and tear down for workshops, special programs, and facility rentals and traveling exhibits

- Ensure all tables, trash cans, exhibit costumes and props are reset in their proper place each morning, evening and throughout the day as needed
- Carryout emergency procedures and protocol for incidents when necessary
- Promote museum memberships and return visits with guests while on the museum floor
- Support functions for all departments on an as needed basis
- Other duties as assigned

Qualifications:

- A higher degree, certificate and/or units in Early Childhood Education or Museum Services and Operations required
- Knowledge of hands-on learning, developmentally appropriate practices and imaginative play to support whole family learning is required
- Minimum one year experience working with young children and families, non-profit or museum experience preferred
- Experience supervising or mentoring a team of people is a plus
- Experience in the Visual & Performance Arts a plus
- Demonstration of excellent customer service skills
- Strong ability to organize and coordinate several tasks at once
- Strong working knowledge of English grammar, spelling and punctuation
- Ability to be a dynamic, outgoing leader, and communicate with visitors in a friendly and helpful way to ensure a positive guest experience
- Demonstrate highly developed organizational, planning, and oral communication skills and the ability to work effectively with others
- Ability to use standard office equipment
- Experience working with the general public
- Ability to identify and solve standard problems and refer more complex problems to supervisory staff
- Ability to perform basic math functions
- Ability to establish and maintain effective working relationships with co-workers, volunteers, interns, community groups, the general public and other related agencies
- Ability to communicate in the written and spoken word with tact, diplomacy, and/or authority when necessary
- Must maintain a pleasant attitude as well as have a neat and clean image befitting the positive public image portrayed at Pretend City Children's Museum
- Ability to be on your feet most of the day and participate in play with families
- Ability to be open to learning and adapt to changes as they arise within the museum
- Fluency in a language other than English is a plus

Application Procedure:

To be considered for this recruitment, please submit a cover letter, resume, salary history/requirement, and 3 professional references to jobs@pretendcity.org. The email subject line MUST include the following: Brain Builder.