



## **Event Staff (Part-Time)**

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 looking to fill the following part-time position:

### **Party Host (Part Time) - \$9/hour**

Pretend City Children's Museum is searching for Party Hosts. Reporting to the Associate Director of Special Events/Facility Rental, the Party Host is responsible for the execution of parties or special events held at the museum while at all times providing outstanding customer service.

#### **Major Job Responsibilities:**

- Maintain the highest standards of friendly, helpful, and responsive customer service at all times
- Greet and gather birthday-party or special event guests to maintain order and timelines
- Facilitate birthday-party activity, insuring parties are fulfilling Museum obligations and remaining on schedule with minimal impact on general-admission visitors
- Manage party room or museum space and set up/clean up of each scheduled party
- Provide general bussing of tables
- Assist birthday party family with removal of presents and activity take-home pieces
- Prep birthday party-favor packages as necessary
- Communicate any customer issues to Lead Party Host or Party Supervisor on duty for immediate attention and resolution
- Communicate any issues regarding party supply inventory
- Required to have a thorough knowledge of building policies, procedures and event requirements
- Provide access control, crowd management and ensure the venue is safe for guests
- Provide guests with directions or other venue information
- Act upon all comments/complaints in a prompt and friendly manner
- Ensure a safe and fun environment for all guests, staff, and performers
- Assists as needed with other museum events, taking direction from the Party Supervisor

#### **Qualifications:**

- High-school diploma or equivalent, some college preferred
- Minimum of one year party, theater, or education facilitation experience
- Strong customer-service and follow-up skills
- Ability to engage with children and adults in a welcoming energetic, friendly, outgoing, and professional manner
- Ability to react positively in a fast-paced environment
- Ability to work with staff and public from diverse backgrounds

- Proven ability to work independently and prioritize tasks
- Excellent interpersonal and communication skills
- Fluency in additional language(s) a plus
- Flexible schedule; evenings and weekends a must
- Ability to stand and walk around for extended periods
- Ability to bend, kneel, and lift up to 25 pounds
- Background/fingerprint checks are completed on all employees

**Application Procedure:**

To be considered for this recruitment, please submit a cover letter, resume, salary/hourly history/requirement, and three professional references to [jobs@pretendcity.org](mailto:jobs@pretendcity.org). The email subject line MUST include the following: Party Host.