



**Pretendgineers**  
**(Part-time, \$10.50/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 Pretendgineers, will be responsible for offering Pretend City Children's Museum guests with rich and memorable learning experiences.

**Essential Functions:**

- Ensure that all educational and child development programs and activities occurring in the exhibits are consistent with the educational philosophy and mission of the museum
- Evaluate the need of each exhibit in regard to supplies restocking and ordering
- Greet museum guests and ensure smooth exhibit floor operations
- Ensure the safety and well-being of museum guests
- Inform guests of the museum layout, events, activities, exhibits and educational and child development materials available
- Provide excellent customer service by greeting museum guests, answering questions and resolving problems (referring tougher problems to the supervisor as necessary), transitioning guest through exhibits by highlighting interconnectivity of the museum community, keeping in mind a smooth flow of traffic and a safe space for play ensuring all guests have a fun, unique and memorable visit
- Provide excellent educationally based customer service by engaging guests, facilitating education through play, modeling developmentally appropriate play, and providing grown-ups educational and child development feedback
- Guide and transition guest through exhibits, keeping in mind a smooth flow of traffic and a safe space for play
- Learn and understand the educational value of the exhibits and how the play in each of the exhibits assist in the development of the child
- Implement age appropriate exhibit curriculum and activities (i.e. Way to Play Adventure Guide, exhibit binders, Good to Go activity sheets, Program Curriculum Outlines, programming, etc.) in the assigned exhibit area
- Model for adults developmentally appropriate practices for teaching and learning with young children
- Support and encourage grown-up guests to engage in developmentally appropriate play WITH their children by offering suggestions
- 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, facility rentals and traveling exhibits
- Ensure all tables, exhibit costumes and props are reset in their proper place each morning, evening and throughout the day as needed

- Carry out emergency procedures and protocol for incidents when necessary
- Exercise effective communication skills (both verbal and written) while working with staff, volunteer, and community members
- Promote ALL museum offerings and return visits with guests while on the museum floor
- Support the functions of all departments on an *as needed* basis
- Facilitate assessment tools for outcomes and measurements of museum programs and exhibits
- Other duties as assigned

**Qualifications:**

- Demonstration of excellent customer service skills
- Experience working with young children and families, non-profit or museum experience preferred
- Experience in the Visual & Performance Arts a plus
- Actively pursuing a AA or higher degree in education or child development is preferable
- College units in Early Childhood Education or Museum Services & Operations preferable
- Working knowledge of English grammar, spelling and punctuation
- Ability to use standard office equipment
- Ability to coordinate multiple tasks and priorities
- 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
- Be open to learning and adapt to changes as they arise within the museum
- Appreciation for hands-on learning, developmentally appropriate practices and imaginative play to support whole family learning
- Fluency in a language other than English is a plus
- Ability to work a flexible schedule, including some weeknights and weekends

**Application Procedure:**

To be considered for this recruitment, please submit a cover letter, resume, salary/hourly history, and 3 professional references to [jobs@pretendcity.org](mailto:jobs@pretendcity.org). The email subject line MUST include the following: Pretendengineer.