

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

PLAYOLOGIST EXPERIENCE FACILITATOR

POSITION: PART TIME / PAY RATE: \$10.00 PER HOUR

REQUIREMENTS

- High school diploma or equivalent required. Some college preferred. Degree in Education, Art or Early Childhood Development a plus. Extensive experience in a similar role may be substituted for all of part of the educational requirements.
- Minimum of one year experience in a school or other informational educational setting working with children 0-8 years of age. Previous experience in a museum or customer service is a plus. Must have excellent communication and customer service skills.
- Experience or desire to work with a highly diverse audience in a busy atmosphere.
- Must have experience or interest in working with children and families in an informal educational setting.
- Ability to interact positively and spontaneously with visitors.
- Knowledge of basic telephone and PC functions including Microsoft Office.
- Ability to contribute to an atmosphere of teamwork and positive energy among staff and volunteers.
- Ability to manage multiple tasks simultaneously with a minimal degree of supervision.

DUTIES

- Facilitate visitors' play experiences in a welcoming and enthusiastic manner.
- Deliver high quality customer service by answering questions and assisting visitors.

DUTIES

- Monitor the orderly operation of the museum including communicating rules to visitors/field trips and following safety standards and sanitation requirements. Routinely walk through galleries and straighten as needed.
- Continually organize exhibition spaces throughout the day. Perform cleaning and resetting of exhibitions for opening and closing procedures daily. Spot clean as needed.
- Assist in setup, delivery and visitation tracking for Museum exhibits, workshops, birthday parties and programs.
- Report supply needs and exhibition repairs or maintenance to supervisor in a timely manner.
- Lead planned and impromptu group activities and special events as necessary.
- Report all visitor comments, complaints and trends to Operations Manager in a timely manner.
- Follow and support all aspects of the Park District's safety program.
- Attend all staff meetings as required.
- Perform all other duties as assigned.

OTHER

- Typical work hours are assigned and performed during the 8am – 5pm time period while the facility is open, seven days per week. Some hours will be assigned outside after 5pm for events and programs, as necessary.
- Includes weekdays, weekends and some evenings and holidays.

