

# **JOB OPENING**

## PEORIA PLAYHOUSE CHILDREN'S MUSEUM

# **MANAGER ON DUTY**

POSITION: PART TIME / PAY RATE: \$11.00 PER HOUR

### **RESPONSIBILITIES**

- Supervising floor staff, admissions desk staff, volunteers and interns in areas such as training, office procedures, communication about employee performance with full time staff, greeting of groups, payment processing, membership processing and records.
- Maintaining outstanding customer service practices and standards and making related decisions as needed.
- Overseeing daily operations by completing interior and exterior walk-throughs during the day, ensuring a safe and clean museum environment. Troubleshooting and recording exhibit problems as needed.
- Ensuring a smooth and organized delivery of all museum offerings and communicating daily agenda to staff.
- Completing opening and closing procedures: operating alarm system, preparing safe, cash drawers and registers for the business day.
- Following all safety procedures that pertain to the duties performed and support all aspects of the Park District's safety program.
- Demonstrating commitment to museum values and goals of excellence in learning, equality, collaboration and customer service.
- Attending weekly meetings with other floor managers and Operations Manager to ensure thorough communication and alignment.
- Performing all other duties as assigned.

### **SUCCESSFUL CANDIDATES WILL HAVE**

- High school diploma or GED required. College degree preferred. Will accept a combination of education and experience that is closely related to the job skills needed for this position.
- One year of experience in an office setting required, preferably in a museum or non-profit institution.
- Must have excellent customer service, problem solving and organizational skills.
- Experience or interest in working with children and families in a highly diverse informal educational setting.
- Knowledge of computers and phones as needed for office work, including knowledge of Microsoft Office.
- Ability to communicate clearly in person and over the phone.
- Ability to manage multiple tasks simultaneously with a minimal degree of supervisory oversight.
- Ability to establish and maintain good working relationships with co-workers and the general public.
- Ability to interact effectively and respectfully with adults as well as children of all ages.

### **OTHER**

- Under the supervision of the Peoria PlayHouse Operations Manager
- Must be able to work weekdays, weekends and some evenings and holidays.
- 20 – 25 hours per week average.

### **HOW TO APPLY**

- Complete an online application at [peoriaparks.aaimtrack.com/jobs/](http://peoriaparks.aaimtrack.com/jobs/) or view *Employment Opportunities* in the "Join Our Team" section at [www.peoriaparks.org](http://www.peoriaparks.org). Applicants may submit a resume', but to be fully considered for this position an online application must be completed. While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted. Applications will be reviewed until position is filled.
- The Peoria Park District hires without regard to race, religion, sex, age, national origin, ancestry, sexual orientation, marital status, pregnancy, unfavorable discharge from military service, or disability to perform the tasks of the job. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.

