

JOB OPENING

PEORIA PLAYHOUSE CHILDREN'S MUSEUM

ADMISSIONS & RETAIL ATTENDANT

POSITION: PART TIME / PAY RATE: \$13.00 PER HOUR / AVERAGE 15 – 25 HOURS PER WEEK

RESPONSIBILITIES

- Interact with the general public and privately booked groups, school groups, and birthday parties and ensure an excellent experience for all visitors.
- Interact with museum visitors by answering questions about the facility programs and ticket options.
- Maintain a high level of understanding and knowledge of PlayHouse programs, offerings, and front desk operations.
- Perform cashier duties including handling cash, check and charge transactions.
- Promote and sell PlayHouse admissions, memberships, and programs.
- Check in and direct guests for museum workshops and programs.
- Maintain a clean, organized, and well-stocked front desk area; assist in exhibition cleaning and organizing on a daily basis and perform spot cleaning in other areas as needed.
- Attend the Museum Shop to promote sales; including, but not limited to: interacting with shoppers, upselling, and maintaining a well-organized, clean, and stocked store.
- Light clerical work: answering phones and directing phone calls, data entry and other duties as assigned.
- Perform cleaning and resetting of exhibitions for opening and closing procedures daily and spot clean as needed.
- Exhibit an understanding of and promote PlayHouse mission and core values in all areas of work and interactions.
- Follow all safety procedures that pertain to the duties performed and support all aspects of the Park District's safety program.
- Attend all staff meetings and trainings as required.
- Perform all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma or equivalent required; Some college preferred. Background in Education, Art or Early Childhood Development is a plus. Extensive experience in a similar role may be substituted for all or part of the educational requirements.
- Experience or interest in working with children and families in an informal educational setting.
- Minimum of one year experience in a customer service role, ideally a museum or other visitor attraction setting.
- Experience or desire to work with a highly diverse audience in a busy atmosphere.
- Excellent customer service, problem solving and organizational skills.
- Knowledge of basic telephone and PC functions including Microsoft Office.
- Ability to maintain focus and professional demeanor in a highly demanding atmosphere and create an atmosphere of teamwork and positivity among staff and volunteers.
- Ability to manage multiple tasks simultaneously with a minimal degree of supervision.
- Ability to establish and maintain good working relationships with co-workers and the general public and interact effectively and respectfully with adults and children of all ages.
- Ongoing commitment to learning and innovation.

HOW TO APPLY

- Complete an online application at peoriaparks.aaimtrack.com/jobs/ or view *Employment Opportunities* in the “Join Our Team” section at 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.

