

Position: Birthday Party Assistant, Education Department, Hermann Park and/or Sugar Land
Employment Status: Part Time, Hourly, Non-Exempt, \$12 per hour

Job Summary:

The Education Department at the Houston Museum of Natural Science strives to provide an inspirational learning environment, promote scientific inquiry as a mode of thinking, and to engage children in the wonders of science. As such, we are looking for fun individuals to help facilitate our birthday parties and interpret museum displays for our guests.

As part of the job duties, Birthday Party Assistants will be trained in interpretation for tours of the various exhibit halls. This position is available for our two locations: Hermann Park and/or Sugar Land.

Essential Duties and Responsibilities:

- Deliver exceptional experiences to patrons
- Set up, decorate and clean the party spaces
- Manage party timeline to adhere to tight deadlines
- Make changes based on feedback from party parents and Education supervisors
- Supervise and interact with children of all ages in a fun, positive way
- Lead tours through various exhibit halls
- Lead assigned crafts for party guests
- Assist setting up and serving with parent-provided foods, , including cutting the cake plating, distributing and clean-up
- Help party parents transport items to and from their cars

Knowledge, Skills and Abilities:

- Well organized, able to prioritize tasks and time
- People-oriented, respectful, friendly, engaging and willing to take initiative
- Enjoys problem-solving
- Flexible, personable and able to multi-task
- Able to work independently as well as part of a team
- Interested in and enthusiastic about various topics covered in the museum exhibitions and programming
- Previous experience in early childhood education

Requirements:

- Access to a smartphone during work hours with reception in the museum
- Able to work weekends
- Able to arrive on time for all shifts
- At least 18 years old
- High school diploma or GED
- Have reliable transportation for regular and after-hour shifts
- Able to stand for long periods of time, walk, climb stairs and lift up to 25 pounds
- Comply with the museum's COVID-19 protocols

Perks of Working at HMNS Include:

- Free individual-level HMNS membership

- Free admission to museum exhibit halls, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Predominately daytime hours

Application Instructions:

To apply, please submit your resume to jobs@hmns.org.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.