



JOB DESCRIPTION

Title: Play Facilitator

Employee Classification: Non-exempt, part-time, hourly

Work Schedule: To Be Determined

Reports To: Director of Education

Job Purpose: Promote The Children's Museum's educational mission by offering playful Exhibit-focused activities intended to pique the visitors' learning experience and interest within the exhibits and role modeling to parents the effectiveness of imaginative play.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

<p>1. 35% IMAGINATION STUDIO FACILITATION:</p> <ul style="list-style-type: none"> • Set-up and clean-up of studio space at museum closing and opening. • Maintaining a high level of studio cleanliness throughout hours of operation. • Interacting with families and role modeling open-ended questioning • Preparing art materials for studio use • Providing positive customer service • Managing effectively the exhibit time slot system 	<p>3. 45% EDUCATION PROGRAMMING:</p> <ul style="list-style-type: none"> • Facilitating assigned daily educational programs and clubs • Facilitating exhibit toe-dipping activities • Preparing exhibit space and materials • Independently designing age appropriate curriculum, with Lead Educator approval • Documenting content using TCM activity sheet format • Role modeling imaginative play to caregivers and staff in exhibit spaces.
<p>2. 15% MAINTAIN OVERALL CLEANLINESS OF MUSEUM:</p> <ul style="list-style-type: none"> • Up keep of bathrooms, products, exhibits, spills, and general neatness • Cleaning props and exhibit through out the day • Participating in the morning and nightly cleanings • Maintaining education closet cleanliness • Assisting in lost child/caregiver response 	<p>4. 5% PARTICIPATE IN INTERDEPARTMENTAL COLLABORATION AND TRAINING BY:</p> <ul style="list-style-type: none"> • Assisting in additional tasks as assigned • Keeping up to date on museum policies, standards, and specific language • Participating in training sessions to review known material and learn new material • Assisting with data entry projects, mailings, and other projects as assigned

JOB QUALIFICATIONS

- EDUCATION:** A.A. or B.A. required in Educational related field. Coursework in Child Development, Early Learning, Art, and/or Theatre is also desired.
- EXPERIENCE:** Experience working with children & families, Familiarity with a fast-paced work environment preferred.
- SKILLS & ABILITIES:** Basic computer skills, ability to lift 50 lbs, good communication necessary, flexibility and responsibility, decision making skills, and leadership skills

Upon hire, please sign below, stating you have read and understand the above job description.

Employee's Signature

Date