



Visitor Services & Exhibits Assistant

Visitor Services & Exhibits Assistant is responsible for care of exhibits and the positive experience of visitors in a lively, play-based environment. The job consists of three main components:

- ★ Visitor Services: Creating a positive and welcoming environment for visitors
- ★ Care & Maintenance: Maintaining cleanliness, quality and safety within the current exhibits and facility as well as caring for live animals
- ★ Exhibit & Building Repairs: Troubleshooting and repairing exhibits and completing small building projects.

Responsibilities:

- Work in a team environment to accomplish a variety of daily projects
- Problem-solve solutions for exhibits & minor building issues when repairs are needed
- Interface with visitors of all ages (adults & children)
- Set up and turn on and off exhibits at opening and closing
- Support exhibits staff on exhibit improvements and construction
- Care for and feed live exhibit features (turtles, aquatic tanks, honeybees)
- Maintain exhibits and propose suggestions for improvements when needed
- Monitor exhibit and building supplies and restock when necessary
- Daily clean of props and exhibits
- Daily clean of café tables, restrooms, and other high-use visitor areas
- Set up and clean up events such as programs and birthday parties
- Perform other duties identified by supervisor
- Participate in annual self-evaluation & review

Qualifications:

- Solution-oriented attitude (creative problem solving is a must!)
- Excellent communication skills
- Proven time management skills
- Basic carpentry skills
- Ability to use power tools
- Ability to lift up to 40 pounds
- Experience in museums or fabrications field a plus
- Experience with children 1-12 a plus
- Pleasant personality
- Ability to work as a team player
- Discretion and good judgment
- Reliability

Hours: Full time, Friday-Tuesday: 40 hours/week. 9:15-5:15 Friday, 9-5 Saturday, 9-5 Sunday, 8:15-4:15 Monday (9:15-5:15 on holiday Mondays), 9:15-5:15 Tuesday

To Apply:

Submit cover letter, resume, and Children's Museum & Theatre of Maine employment application (found on www.kitetails.org) to Lucia Stancioff, Deputy Director, 142 Free Street, Portland, Me, 04101 (or via email at hire@kitetails.org).

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