



Position Available: Visitor Services Assistant – Part Time

Position Summary: The Visitor Services Assistant is responsible for care of the facility to provide a clean, safe and orderly environment for our visitors in a lively, play-based environment. The job consists of two main components:

- ★ Visitor services: Creating a positive and welcoming environment for visitors, special events and party guests
- ★ Care & Maintenance: maintaining quality and safety within the current exhibits and facility

Responsibilities:

- Represent Children’s Museum & Theatre of Maine to all visitors
- Greet and welcome visitors
- Respond to visitor questions and provide appropriate information about the Museum & Theatre and the surrounding area
- Cover Front Desk: process transactions for admissions and events, promote events and membership, and answer phone lines.
- Feed and care for live animals
- Daily cleaning including facility checks and incident clean up
- Staff after-hours events as needed
- Snow removal (includes shoveling) as needed
- Set up and turn exhibits on and off at opening and closing
- Adhere to daily cleaning schedule for exhibits and facility
- Clean and organize storage, design shop, and work areas as needed
- Perform other duties identified by supervisor
- Participate in annual self-evaluation & review

Qualifications:

- Time management skills and ability to multi-task required
- Solution-oriented attitude
- Ability to lift up to 40 pounds
- Attention to detail
- Excellent visitor service skills
- Ability to use discretion and good judgement while working safely around children
- Experience in children’s museums field a plus
- Direct experience with children 1-10 a plus
- Pleasant personality, flexible, resourceful, good interpersonal skills, organization and communication skills, and ability to work as a team player



Hours: Part Time: 24 hours (typically Thursday 10:15-5:25, Friday 9:15-5:15 (plus 5:15-8:15pm on first Fridays), Saturday 9:30-5:30, Sunday 12:30-5:30 with evening hours as scheduled)

Benefits: Position includes cafeteria plan of benefits, sick leave, and vacation time.

To Apply:

Submit cover letter, resume, and Children's Museum & Theatre of Maine employment application by mail or email to:

Deputy Director
Children's Museum & Theatre of Maine
142 Free Street
PO Box 4041
Portland, Maine 04101

You may also email materials to hire@kitetails.org.

The Children's Museum & Theatre of Maine is an Equal Opportunity Employer providing equal opportunity at all times without regard to race, color, religion, sex, gender identity or expression, sexual orientation, age, national origin, disability, genetic information, veteran status or any other basis protected by applicable federal, state or local law.