

Children's Museum & Theatre of Maine
Visitor Services Assistant – Part Time

The **Visitor Services Assistant** reports to the Visitor Services Manager, and is responsible for care of the facility to provide a clean, safe and orderly environment. The job consists of two main components:

- 1) Visitor services: Creating a positive and welcoming environment for visitors and guests of all ages
- 2) Cleaning & Maintenance: maintaining quality and safety within the current exhibits and facility

Responsibilities:

- Represent Children's Museum & Theatre of Maine in a positive light to all visitors
- Assist visitors with daily needs
- Complete scheduled cleaning tasks for exhibits and facility in a timely and efficient manner
- Adhere to daily schedule of tasks and events
- Maintain a clean, safe environment including trash removal, bathroom cleaning and incident cleaning
- Set up and turn exhibits on and off at opening and closing
- Feed and care for live animals
- Snow removal (includes shoveling) as needed
- Clean and organize storage and staff work areas
- Set-up for events and meetings
- Respond to visitor questions and provide appropriate information about the Museum & Theatre and the surrounding area
- Staff after-hours events as needed
- Perform other duties identified by supervisor
- Participate in annual self-evaluation & review

Qualifications:

- Time management skills and ability to multi-task required
- Excellent communication skills
- Solution-oriented attitude
- Ability to lift up to 40 pounds
- Attention to detail and organization
- Cleaning experience
- Excellent visitor service skills
- Discretion and good judgement
- Understanding of safety and ability to work safely around children
- Pleasant personality
- Demonstrated ability working as both a solo and a team player
- Experience in children's museums a plus!
- Experience with children 1-10 a plus!

Hours: Part Time: 28 hours (typically Thursday 10:15-5:15, 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: Benefits include cafeteria plan of benefits, Museum & Theatre admission, sick leave, and vacation time. Parking may be included based at discretion of Museum & Theatre.

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

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