



## Operations Assistant – Seasonal Summer Position

Reporting to the Visitor Services Manager, the **Operations Assistant** is responsible for care of exhibits and 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
- ★ Care & Maintenance: maintaining quality and safety within the current exhibits and facility as well as caring for live animals (turtles, aquatic tanks, honeybees)

### Responsibilities:

- Be a positive representative of the Museum & Theatre to visitors of all ages
- Set up and turn on/off exhibits at opening and closing
- Clean exhibits, exhibit props and facilities daily
- Maintain facility and exhibits (repairs, shoveling, etc.)
- Inspect exhibits for damage and hazards and repair as needed
- Care for and feed live exhibit features
- Monitor exhibit and building supplies and restock when necessary
- Set up and clean up events such as chairs for theatre shows, programs and birthday parties
- Perform other duties identified by supervisor

### Qualifications:

- Solution-oriented attitude (creative problem solving)
- Proven time management skills

- Ability to lift up to 30 pounds
- Direct experience with children 1-10 a plus
- Pleasant personality, good interpersonal skills, organization and communication skills, ability to work as a team player, ability to meet deadlines, discretion and good judgment in daily activities

### We are seeking the following Seasonal hours:

*Thursday 9:45-5:15  
Friday 9:15-5:15  
Saturday 9:15-5:15  
Sunday 12:30-5:30*

*Additional hours may be available per diem*

Interested? Please contact [phanie@kitetails.org](mailto:phanie@kitetails.org)

Position requires a completed CMTM employment application and may require a criminal background check.

*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.*