Background: Kaleideum was formed in July 2016 as the result of the merger of SciWorks and The Children’s Museum of Winston-Salem. Currently, the museum operates two locations with a combined 95,000 square feet, 200,000 annual visitors and more than 2,200 members. Kaleideum is expecting to move into a single location, located in downtown Winston-Salem, in the fall of 2021. The mission of the Museum is: **Inspiring wonder, curiosity, and lifelong learning in our children and community through interactive play and discovery.** As a merged entity, we spark the imagination and ignite the intellectual curiosity of our visitors by developing exhibits and programming that fuse STEM (science, technology, engineering, and math), literacy, and the arts into an integrated approach to learning. In all our endeavors, we seek to be strong partners with our families, schools, and community members as we prepare future generations for lifelong learning and success.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all of our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

**Position Overview:** The Birthday Party/Facility Rentals Host provides operational functions before, during, and after birthday parties and rental events and serves as the liaison with birthday families and rental contacts. This person assists with on-site set-up and take-down, represents the Museum in a professional manner, and interacts in an engaging and positive manner with event attendees.

**NOTE:** The person in this position will work EVERY OTHER WEEKEND (i.e. 1st & 3rd weekends or 2nd & 4th weekends) based upon birthday party bookings. (5th weekends assigned by supervisor with staff input.) Hours are not guaranteed, but applicant can expect to work most Saturdays (up to 6.5 hours) and Sundays (up to 4.5 hours) on their designated weekends. Occasional evening hours also available for hosting facility rentals. Work may be at either location: Kaleideum Downtown (390 S. Liberty Street) or Kaleideum North (400 W. Hanes Mill Road).

**Primary Duties and Responsibilities**
- Serve as the primary host during birthday parties by welcoming party families and assisting them with finding the room, gathering their guests, serving food, and opening gifts.
- Depending on the type of party, facilitate craft activities, storytime, and/or science activities in an engaging, energetic manner.
- As needed, assist with the department’s preparation for birthday parties, which may include preparing crafts, science activities, and/or animal demonstrations, putting together goody bags, and decorating the room.
- Communicate any customer service issues to the Manager on Duty for immediate attention and resolution. • Assist guests with removal of presents and other takeaways.
- Remove trash and spot clean/straighten room between parties, asking Facilities staff to assist when needed.
- Act as host and “point person” during museum facility rentals (welcoming and directing guests, answering questions, assisting with set-up and take-down, etc.)
- Assist with other Museum special events as needed and available.

**Knowledge, Skills, and Abilities**
- Able to engage with children and adults in a welcoming, energetic, friendly, and professional manner
- Consistent weekend availability, as well as ability/desire to work occasional evening shifts
- Consistent access to email and text messaging for scheduling and event communication
- Able to work with minimal supervision and follow-through with all required tasks
- Self-motivated to work quickly, efficiently, and safely to complete physical work in a short amount of time

**Job Title:** Birthday Party/ Facility Rentals Host  
**Reports to:** Director of Visitor Services  
**Details:** Part-time. Up to 11 hours EVERY OTHER weekend (Saturdays & Sundays) on a “per booking” basis; additional hours occasionally available on evenings for hosting museum facility rental events.  
**Hiring Range:** $9 an hour
• Team player with the ability to collaborate in a dynamic, ever-changing environment
• Reliable, honest, and well-organized with excellent customer-service skills
• Professional and appropriate dress/demeanor per dress code
• Able to solve problems and resolve conflict
• Comfortable working with small animals (e.g. guinea pigs, rabbits, turtles, snakes) following appropriate training.

Experience
• High school Junior or Senior status required; some college preferred. Ability to speak Spanish a plus.
• Valid NC driver’s license and access to a reliable car.
• Experience with special events, hospitality, or direct customer service strongly desired.

The physical demands described are representative of those that must be met to successfully perform the essential functions of this job. The physical demands include standing or walking more than half of the day, climbing stairs, lifting up to 25 lbs, crouching, and kneeling.

All applicants must submit to a drug test and criminal background check as part of the pre-employment process for Kaleideum.

TO APPLY: Email cover letter and resumé (including at least three professional references with email addresses) to Precious Brayboy, Director of Visitor services, at pbrayboy@kaleideum.org