



Job Title: Visitor Services Specialist
Details: Part-time Position,
\$10 per hour;
requires weekends and some holidays

Knowledge, Skills, and Abilities:

- Commitment to and passion for the mission, vision, and values of Kaleideum
- A personal commitment to fostering a multicultural, diverse organization
- Ability to communicate with the public including Museum visitors, teachers, parents/caregivers, program donors, and community members in a courteous and professional manner.
- Team player with the ability to maintain focus while working in a dynamic, everchanging, noisy work environment.
- Reliable, honest, conscientious, and well-organized.
- Attention to detail and able to work with a high degree of accuracy. Skilled in problemsolving and conflict resolution.
- Ability to support a mood in the Museum that is playful, spontaneous, and fun, and focuses on exploration and experimentation.
- Must be available to workdays, evenings, weekends, and holidays as needed.

Qualifications:

Applicants must be at least 17 years old, have transportation, be courteous, and enjoy working with the public.

Experience:

- One or more years' experience in an educational setting working with children (ages birth and up) or previous experience in a museum or non-profit environment a plus.
- One or more years' experience in customer service preferred. Experience working in a fast paced, high traffic, public environment.
- Experience with cash handling procedures and Point of Sale systems.
- Excellent communication skills and basic computer literacy skills.

Essential Physical Functions:

Ability to frequently perform the following on any given day: climbing, stooping, kneeling, crouching, crawling, reaching, lifting up to 25 pounds, and sitting on the floor. Ability to move around easily and constantly in order to coordinate work on the floor.

All applicants must submit to a drug test and criminal background check as part of the preemployment process for Kaleideum. All applicants must be vaccinated against COVID-19.

To apply, please submit a museum application and resume directly to Christy Ferguson at cferguson@kaleideum.org.