



Job Title: Operations and Events Specialist

Reports to: Director of Operations and Special Events

Details: Part-time position, up to 29 hours per week, must be flexible on weekends; pay range is \$12 per hour

Background: Kaleideum is an experiential learning museum where curiosity and creativity collide. Through interactive exhibits and dynamic programming that blend STEM, literacy, and the arts, we inspire wonder, confidence, and lifelong learning in our community. Behind every joyful guest experience is a team that keeps the museum running beautifully – and that’s where this role comes in.

Position Summary:

The Operations & Events Specialist plays a vital behind-the-scenes role in bringing Kaleideum to life each day. This position supports daily museum operations, maintains the presentation of our indoor and outdoor spaces, and helps execute everything from birthday parties to large-scale evening events.

This is a hands-on role for someone who takes pride in creating clean, polished, welcoming spaces – and who enjoys being part of a fast-moving, collaborative team. The right candidate is proactive, detail-oriented, and energized by working in a fun, mission-driven environment with room to grow.

Primary Duties and Responsibilities:

Daily Operations

- Perform opening and closing procedures, including outdoor set-up (Cam’s Coffee, patio furniture, signage).
- Walk galleries and public spaces to ensure readiness, cleanliness, and safety before opening.
- Support group and camp arrivals and transitions.
- Reset classrooms and La STEAM spaces following programs and birthday parties.
- Partner with education/guest engagement staff to maintain clean, guest-ready exhibit areas throughout the day.
- Complete weekly cleaning assignments and facility upkeep tasks.

Events Support

- Prepare event spaces in advance to ensure all materials, décor, and tech needs are ready.
- Clean, stage, and reset tables, chairs, linens, and event materials.
- Support vendor communication and event logistics as directed.
- Assist with Digital Dome forms and tech checklists.
- Execute decoration set-up and tear-down for events.
- Ensure pre- and post-event checklists are completed on event days.

Building Appearance

- Maintain a clean and welcoming exterior by picking up trash around the property.
- Care for flower pots, garden beds, and outdoor spaces.
- Assist with after-hours projects including high dusting, light wall repair, and painting.
- Report maintenance or safety concerns promptly.
- Contribute to the overall care and stewardship of the building and grounds.

Knowledge, Skills, Ability:

- Passion for Kaleideum's mission and community impact.
- Strong attention to detail and pride in maintaining beautiful spaces.
- Ability to manage multiple priorities in a fast-paced environment.
- Comfortable performing physical tasks including lifting, moving furniture, climbing stairs, and cleaning.
- Clear communicator and collaborative team player.
- Flexible schedule, including weekends and occasional evenings.
- Building, facilities, landscaping, or basic repair skills are a strong plus.
- Event, hospitality, operations, or facilities experience preferred.

Qualifications:

- High school diploma or equivalent required; some college preferred.
- Valid NC driver's license and access to a reliable car
- Event experience, hospitality experience, or direct customer service experience strongly desired
- Carpentry and painting skills are highly valued.

Essential Physical Functions:

Position requires standing and walking for extended periods, climbing stairs, lifting up to 40 lbs., moving furniture, setting up event equipment, maintaining outdoor areas, and performing cleaning and light maintenance tasks.

Kaleideum is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all 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.

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

To apply, please submit a museum application and resume to Leigh Ann Woodruff at lwoodruff@kaleideum.org