



POSITION DESCRIPTION

Title: Imagination Facilitator

Reports to: Floor Operations Coordinator

Summary: The Imagination Facilitator provides daily staffing of museum exhibits, programs, and special events. This position is central to ensuring a highly interactive and educational learning experience for our diverse museum visitors, the primary audience being young children and their families.

Employment Classification: Part-time, FLSA non-exempt status.

Salary: \$10.00 hourly, typical work schedule will include weekdays, weekends, evenings, and holidays, to be determined by museum needs. Estimated 24 hours a week.

Areas of Responsibility:

- Provides inclusive physical and verbal cues that let the visitor know we are approachable and knowledgeable about the museum, its philosophy, exhibits, and programs, providing attentive and excellent customer service.
- Exemplary imagination facilitation; model positive, educational, creative and respectful ways to interact with children and their caregivers through play.
- Facilitate age-appropriate, exhibit-based activities that engage children and parents/caregivers in the imagination, play and learning experience.
- As assigned, facilitate scheduled programming (For example: Curiosity Shop classes and Discovery Carts.)
- Support and mentor new Imagination Facilitators and volunteers.
- Staff birthday parties, school groups, special events and other assignments on an as-needed basis.
- Other duties as assigned.

Qualifications:

- College experience preferred; concentration in Education, Child Development, Theater, Art, Recreation, Communication, or related field.
- Demonstrated interest and ability in working with children and families from a diversity of backgrounds.
- Ideal candidate must be a dynamic facilitator, enthusiastic, outgoing, energetic, and willing to play and interact with museum visitors.
- Excellent communication skills.



- Stamina and physical endurance to be on the museum floor the majority of the day maintaining quality interaction with museum guests.
- Ability to take direction well, and work without constant supervision; ability to work well within a team.
- Enthusiasm for learning and mastering new skills on an ongoing basis
- Willingness to be certified in First Aid and CPR through museum-offered courses
- Bilingual skills a plus.

Working Conditions:

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to walk, stand, and sit (including on the floor) for extended periods of time.
- Must be able to lift and carry supplies weighing at least 30 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position requires bending, leaning, kneeling, twisting, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for extended periods of time.
- Ability to work weekends including Sunday's.