



Playworker and Front Desk Staff

Playworkers act as floor staff in the Museum's gallery and exhibit space, interacting with and engaging children and families at the Museum. Working as part of a team roster, Playworkers ensure that the Museum's exhibits are reset and that the environment is clean, safe, and welcoming. Sometimes assisting at the Front Desk when scheduled, this position plays a critical role in ensuring a welcoming and enjoyable visit for our visitors.

Duties:

- Greeting visitors and answering questions.
- Providing excellent customer service and representing the Museum with the highest level of professionalism.
- Being knowledgeable about Museum exhibits and daily activities.
- Engaging Museum visitors in exhibits and activities.
- Setting up and maintaining exhibits and activities during business hours and at special events.
- Ensuring a clean and well maintained Museum space.
- Helping direct and guide volunteers in their Playworker role.
- Conducting observations and surveys and recording visitor data as needed.
- Facilitating or supporting program delivery as needed.
- Responsibility for Museum front desk and café operations, including basic data entry and cash register tasks, such as processing admission, membership, and merchandise sales, when assigned.
- Performing physical and mental demands in the work environment required for this position.
- Communicating and interacting effectively and respectfully with visitors, co-workers, supervisors, and individuals from other organizations.
- Availability on weekends, evenings, and for special events and programs.

Qualifications:

- Enthusiasm and support for the Children's Museum of Southern Minnesota
- Experience working with children and families is preferred.
- Interest in working with children and families, and as a member of a team.
- Ability to provide excellent customer service to Museum visitors.
- Self-motivation and flexibility.
- Basic computer skills preferred.

Work conditions:

- Job requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- Job requires the ability to stand and walk most of the time in public indoor and outdoor galleries.
- Job requires stooping, kneeling, crouching, and bending.
- Flexibility and availability are required during the week, including evenings, weekends, and holidays.
- Job requires a high degree of interaction and engagement with others, including children and families.

This non-exempt part-time position is expected for up to 10 – 20 hours a week, but the schedule will vary, based on Museum events and needs. Evening and weekend hours are expected. This position is not eligible for benefits or PTO, but is eligible for overtime. Please submit your application and cover letter to kaaren.grabianowski@cmsouthernmn.org.