

Job Description

THE TERRE HAUTE CHILDREN'S MUSEUM

Job Title: *Guest Experience Team Member*

Department: *Operations*

Pay Rate: *Hourly (10-20 hours a week)*

Primary Job Responsibilities

- Assist with operating the public spaces of the Museum, including;
 - Exhibit Areas
 - Ropes Challenge Course
 - Snack Bar
 - Admissions Desk
 - Science Store
- Assist guests with questions and problems
- Reset exhibit areas; clean areas of the Museum, including restrooms
- Lead volunteers during the shift
- Assist Guest Experience Manager.
- Attend department meetings, if applicable.

Required Experience

- Must be at least 16 in Museum, 17 to work Ropes Challenge Course
- 1-3 years of working with the public (restaurants, retails, etc.)
- Experience working with kids is a plus

Skills

- Must possess a warm, friendly, positive attitude with plenty of energy.
- Must have a varied skill-set to work in different areas of the Museum during a shift.
- Must be able to work around children and adults of different ethnic and social backgrounds.
- Must be able to think on feet and adjust to unexpected occurrences in a timely and professional manner.
- Must conduct self in a professional and respectful manner around guests and staff.
- Must have basic computer skills (Internet browsers, Excel, and learning our database)
- Must display patience and professionalism when working with youth, co-workers, and parents.