



Job Opening: Play Specialist

Reports to: Director of Learning and Public Programs

Status: Part Time (10-25 hours/wk)

Location: Springfield, IL

Application Deadline: Open until filled

Start date: July 2, 2018

Compensation & Benefits: Compensation is based on education and experience.

About Kidzeum: Kidzeum will be a wonderful new family destination in the heart of historic downtown Springfield, IL., whose mission is to serve as a place of learning and discovery through play for children of ALL abilities. Kidzeum is committed to nurturing health and wellness, promoting science education, and to developing environmental and global awareness through innovative programs and exhibits. Kidzeum is slated to open July 21, 2018, but this position will be filled around July 2, in preparation for opening day. Learn more at www.kidzeum.org.

Position Description: Facilitate the child/adult visitor interaction with exhibits and daily/special programming by encouraging and modeling the importance of open-ended and multiple outcome experiences. Augment the visitor experience with additional information, and informal in-gallery activities. Work collaboratively with other staff to ensure a warm welcoming approach to visitors. Maintain a safe, educationally sound, hospitable, and aesthetically pleasing environment at the museum.

This is a part-time position with varied hours that may include holidays, evenings and weekends.

Duties and Responsibilities: The Kidzeum Play Specialists are essential to the visitor experience, so enthusiasm while performing tasks is critical. Play Specialists will:

- Facilitate and initiate interactions with adults and children to deepen their learning experiences during exhibit play and through the facilitation of programs
- Be responsible for floor operations, visitor safety, and exhibit/program readiness, including the cleaning/disinfecting of exhibits and program materials, during assigned shifts, and special events/programs, and museum rentals
- Demonstrate a thorough understanding of Kidzeum's mission, philosophy, policies and procedures
- Provide excellent customer service including providing information to visitors, assisting visitors during incidents and complaints, and deferring situations to the Manager-on-duty (MOD) or senior staff, as needed
- Participate in staff meetings and trainings
- Recognize, appreciate and mentor volunteers; advocate for the volunteer experience
- Be responsible for following proper opening and closing procedures for museum floor, as assigned
- Perform group orientations and follow-up procedures, as assigned
- Attend all trainings including the morning meetings on days scheduled to work
- Adhere to appropriate dress code
- Encourage communication and enhance team support/spirit among the Kidzeum staff
- Other duties as assigned

Secondary Responsibilities:

- May perform visitor observations

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- May assist Visitor Services, Education/Programs, or Building/Exhibit Maintenance staff, as needed
- Work collaboratively with all museum departments
- Serve on cross-departmental committees as designated by supervisor

Qualifications, Skills and Abilities:

- Must enjoy working with children!
- Experience working with young children and/or interest in working with children in a creative learning environment, a must
- Degree in, or in pursuit of, Early Childhood and/or Elementary Education, or related field, a plus.
- Excellent customer service verbal communication skills
- Ability to work well with adults accompanying children to the museum
- Must exhibit problem solving, critical thinking and troubleshooting skills
- Must work well in a values oriented collaborative team environment
- Fluency in other languages aside from English, a plus
- The following abilities are required for the position: (a) Visually keep track of visitors, materials and exhibit functioning on the museum floor; (b) Comprehend and speak English extensively and clearly with the public; (c) Hear children's voices; (d) Assist visitors in emergency situations; (e) Display dexterity necessary to maintain exhibits and exhibit environments; (f) Manipulate exhibit components and facility operating/maintenance equipment; (g) Stand, kneel and move among exhibits for extended periods of time; (h) Climb up and down stairs or use an elevator daily (i) Bend, kneel, climb and reach; (j) Display rapid response times; (k) Lift 25 pounds; (l) Tolerate noise and dust in the environment and handle disinfectant and cleaning materials
- Other:
 - Must have access to reliable transportation
 - Varied work schedule includes days, evenings, weekends and some holidays on a regular basis

Physical Demands & Work Environment: The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. Physical requirements are as listed above.

Application Process: Please send a cover letter, resume and three references to Leah Wilson, executive director, at Leah.wilson@kidzeum.org.

Kidzeum is an Equal Opportunity Employer. Additionally, we strive to make the Kidzeum community – staff, visitor base, programs, and exhibitions – representative of the diversity of the city of Springfield and Central Illinois, and to carry forth the spirit of access, inclusion, and equity in all we do. If you need an accommodation due to a disability, you may contact us at: info@kidzeum.org.