



Friends of the North Carolina Museum of Natural Sciences

Birthday Party Specialist

The NC Museum of Natural Sciences is seeking an enthusiastic individual who has a passion for the natural world and wants to share that excitement with others through the Museum's Birthday Party program! This position supports the Birthday Party program by preparing materials, supporting instructors, and being the main staff contact for Sunday parties. This position will lead some parties as a birthday party instructor. Instructors present themed parties that include live animal presentations and science-based activities and crafts. This fun position is perfect for someone looking to gain supervisory skills and experience, grow as an educational instructor, and experience the joy of celebrating with families at the North Carolina Museum of Natural Sciences! Visit <http://naturalsciences.org/events/birthday-parties> for more information about the Museum's parties.

Pay: \$14.00 per hour. This position is eligible for a planned pay increase based on the completion of training. This position is part-time and is not eligible for health care benefits or paid leave.

Work schedule: This position will work Sundays from 12p-6p. This position must be available to work most Sundays, except for major holiday weekends. Additional hours may be discussed if desired by the candidate. All hours must be worked onsite. Hours may vary depending on party bookings, holidays, or large events.

Location: North Carolina Museum of Natural Sciences, downtown Raleigh.

Necessary Skills and Abilities:

- Excellent customer service and communication skills.
- Strong organizational skills, with the ability to track and manage information in a database.
- Ability to be flexible and demonstrate good decision-making skills in a high-pressure environment.
- Ability to train and coach staff members on program delivery and facilitation.
- Ability to deliver scientifically accurate information, adjusting delivery appropriately for various age groups.
- Deliver presentations and lead activities with excitement and in a manner that is engaging to both children and adults.
- Ability to complete animal handling training which includes being able to safely present (and in most cases handle) various small mammals, birds, reptiles (including lizards and snakes), amphibians, and invertebrates (including insects and arachnids).
- Comply with all the Friends of the Museum and state of North Carolina policies.

Requirements:

- Completed some coursework from a four-year college or university in biology, zoology, botany or other natural science curriculum and one year of experience in a natural science or informal education field; or an equivalent combination of education and experience.
- Must be at least 18 years old, have a valid North Carolina Driver's License and a reliable personal vehicle.
- Must be able to work weekends as part of their normal work schedule.
- Must submit to a criminal background check.
- Must be able to lift 40 lbs., bend, and stoop for short periods of time.

The Friends of the Museum is following the protocols outlined in Executive Order #0224, meaning that all employees are required to either provide visual proof that they are considered fully vaccinated against COVID-19 or provide weekly proof of a negative COVID-19 test result.

To apply, [complete the linked application](#). Applications are due by May 12th at 5:00pm. If you have any questions, contact Jessica McNeill, Birthday Party Coordinator, at birthday.museum@naturalsciences.org.