Birthday Party Coordinator

This fun position is perfect for someone looking to expand their supervisory and organizational skills, grow as an educational instructor and manager, and experience the joy of celebrating with families at the North Carolina Museum of Natural Sciences!

This position coordinates the Birthday Party program, which includes communicating with customers and Museum staff, leading parties, booking parties, managing program supplies and expenses, preparing materials for parties, and managing and supporting instructors. Instructors present themed parties that include live animal presentations and science-based activities and crafts.

This position will also help develop activities and programs for Public Science Events, including Adult Nights and Museum Movie Nights.


Pay: $17.50 per hour. This position is considered full time at 35-hours per week. This position is eligible for health care benefits and paid leave.

Work schedule: Work schedule is flexible but at least one weekend day is required.

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 maintain budget, reconcile accounts and make purchases as needed.
- Ability to be flexible and demonstrate good decision-making skills in a high-pressure environment.
- Must love working with the general public and children of all ages.
- Ability to train and manage 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 various small mammals, birds, reptiles, amphibians, and invertebrates.

Requirements:
- Completed some coursework from a 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 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.
To apply, send a resume and cover letter to Kari Wouk at kari.wouk@naturalsciences.org. This position is open until filled.

If you have any questions, contact Kari Wouk, Manager of Public Science Events, at kari.wouk@naturalsciences.org