



Friends of the North Carolina Museum of Natural Sciences

JOB DESCRIPTION

Position Title:	Birthday Party Play Assistant
Reports To:	Birthday Party Coordinator
Location:	NCMNS Downtown Location- 11 W. Jones St. Raliegh, NC
Job Classification:	Part Time
Hiring Range:	\$12.00 Per Hour
Work Schedule:	Birthday Party Staff are required to be available for 2 weekend days per month. Scheduling is based from booked birthday parties and play assistants availability. There is not a guaranteed minimum hour each pay period for this position.

About Friends of the North Carolina Museum of Natural Sciences:

Friends of the NC Museum of Natural Sciences ("Friends") is a nonprofit organization whose mission is to support the NC Museum of Natural Sciences ("Museum"), the most visited Museum in the state. All Friends activities serve the broader goal of helping the Museum illuminate the natural world and inspire its conservation.

As admission to the Museum and its satellite locations is free, the Museum relies on Friends to generate earned revenue (from the Museum Stores, Café, WRAL 3D Movie Theater, special events, and exhibitions), as well as contributed income (through Museum Membership and philanthropic support) to make possible the activities that bring the Museum to life.

Position Summary:

Want to dive into science while playing along? Our birthday party program is searching for Birthday Party Play Assistants to support birthday parties at NCMNS Downtown Location. Play Assistants will work with Play Leaders to deliver celebratory and fun science themed parties on weekends.

Duties/Responsibilities:

- Birthday Party Preparation- Gather and set up birthday party materials prior to party start time
- In Party Support- Assist Play Leader by transitioning materials during the party and room management. Assist participants with activities as needed and jumping in to play! Communicate with Party Host transitions and timing of the party. Provide excellent customer service to host and guests throughout the whole party.

Job Description Template

- Party Turnover- Resetting party room for next party or completing end of weekend tasks. This includes cleaning, taking down decorations, and putting tables.
- Having Fun- Don't be afraid of being silly and playing along with participants.

Required Skills and Abilities:

- Ability to deliver information and share accurate scientific information in an engaging manner to ages 4-12 years old.
- Excellent flexibility and problem-solving skills in group settings.
- Excellent verbal communication and direction skills.
- Excellent interpersonal and conflict resolution skills.
- Excellent customer service skills.
- Excellent organizational skills and attention to detail.

Education and Experience:

- High School Diploma or Equivalent
- Must be 18 years old
- A minimum of 1 year working with elementary aged kids and/or working in a science education setting
- A minimum of 1 year customer service experience
- Some education or experience in environmental science, biology, botany, and/or zoology is preferred

Physical Requirements:

- Ability to sit, stand, and walk for extended periods
- Ability to lift and carry up to 20 pounds regularly

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required for the position. All employees may have other duties assigned at any time.

Friends of the NC Museum of Natural Sciences is an equal opportunity employer. We value a diverse workforce and encourage applications from all qualified candidates without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age or any other characteristic protected by law. We are committed to building an inclusive environment where every individual is seen, valued, and empowered to thrive.

Job Description Template