

**01/08/09**

**POSITION OPENING ANNOUNCEMENT**

**POSITION:** Visitor Assistant

**REPORTS TO:** Visitor Services Manager

**DATE AVAILABLE:** Immediately

**CLASSIFICATION:** Part-time, non-exempt (Every other weekend and some evenings are required)

**DESCRIPTION:** This position is responsible for providing quality customer service to all visitors. Duties include:

- Coordination and execution of gallery operations, systems and procedures that ensure visitor satisfaction and safety.
- Greeting and checking visitors in at the front desk following proper cash handling and accounting procedures.
- Interacting with visitors by playing in our exhibits, and answering questions.
- Monitoring exhibit maintenance and cleanliness, including picking up toys and props.
- Ensuring that opening and closing responsibilities are completed each day for each gallery.

**REQUIREMENTS:** The successful candidate is required to have a high school diploma and a minimum of one year's experience working or volunteering directly with children in an educational or professional setting. Minimum of one year's experience in a customer service related field is required. Commitment to customer service and teamwork is essential as well as a high comfort level working with children. Must be able to work a flexible schedule including every other weekend.

**APPLICATION:** Please submit resume or stop by and complete an application:

Human Resources  
Minnesota Children's Museum  
10 West 7<sup>th</sup> Street  
St. Paul, MN 55102  
Fax: 651/225-6006  
mcm@mcm.org  
EO/AA Employer  
**No calls please.**

Minnesota Children's Museum is an Equal Opportunity Employer  
committed to a culturally diverse work environment.