

BROOKLYN CHILDREN'S MUSEUM

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POSITION/TITLE:	Birthday Party Host
STATUS:	Non-Union, Exempt
SALARY:	\$15/hour
DEPARTMENT:	Visitor Experience
SUPERVISOR:	Manager, Events

Brooklyn Children's Museum, the world's first museum expressly designed for children, is a pioneer in the fields of early childhood education and informal learning. Rooted in its Brooklyn community, BCM's mission is to provide first cultural experiences for children and families that inspire curiosity, creativity, and lifelong love of learning. Brooklyn Children's Museum serves 300,000 children and adults annually, and operates in a 125,000 square feet of indoor and outdoor space owned by the City of New York.

Position Summary

Brooklyn Children's Museum (www.brooklynkids.org), the world's first museum for children, seeks energetic and organized individuals to join a team to host children's birthday parties at the Museum and off-site. This position will aid in the execution of 4-7 birthday parties each weekend and provide an enjoyable and memorable atmosphere for children and parents. We are seeking motivated, friendly, engaging, reliable additions to our team who are committed to ensuring a quality experience for all families. Applicants should be hands-on and active, enjoy engaging with young children, be comfortable with public speaking, and be willing to assist with food service, set-up, and basic tidying.

Position Responsibilities

- Staff birthday parties, and act as a member of the Visitor Experience team welcoming all families at Brooklyn Children's Museum.
- Learn birthday party activities and programs, and actively interact with families and children during all stages of the parties.
- Interface with parents and provide them service and support throughout the event.
- Set up tables and event exhibits, and move chairs, tables, and equipment as needed.
- Facilitate all celebratory activities as included in BCM birthday celebrations (including, but not limited to, arts & crafts activities, animal encounters, etc.)
- Maintain organized party and event storage spaces.
- Provide assistance in preparing, decorating, and cleaning of the birthday party spaces.
- Facilitate storing, staging, and serving food.
- Additional duties as assigned.

Qualifications & Skill Requirements

- At least one year of experience working with young children in a camp, museum, afterschool, preschool or birthday party setting.
- Possess excellent verbal, public speaking, and communication skills.
- Possess excellent customer service skills.
- Open availability for all weekends and some weekday and holiday flexibility required.
- Creative and enthusiastic about working with young children and families.
- Ability to stand and walk around for 3-4 hours at a time,
- Ability to bend, kneel, and lift up to 20 pounds.
- Experience with audio equipment preferred.
- Experience with theater/performing arts and knowledge of children’s music/television/film a plus.
- Must be willing to handle live animals, such as snakes, lizards, turtles and other creatures as needed.
- Must have a positive attitude.

Schedule

- Part-time, up to 14 hours per week. Parties generally happen between 8am and 8pm on weekends; however, there may also be weekday and evening work from time to time.

Application Information

- Please send a cover letter and resume as 1 PDF to careers@brooklynkids.org with “[Your Last Name] – Birthday Party Host” in the subject header. Brooklyn Children’s Museum requires all staff members to complete background and fingerprint checks.

We value a diverse workforce and an inclusive culture. BCM encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, disability, and veteran status.