



**BROOKLYN CHILDREN'S MUSEUM
JOB DESCRIPTION**

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, the Museum'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 275,000 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. This position will aid in the execution of 2-6 birthday parties each weekend and provide an enjoyable and memorable atmosphere for the party guests.

We are looking for motivated, high-spirited, reliable, eager-to-learn people to join our team who are committed to ensuring a quality experience for all celebrating families. All applicants should be hands-on and active, comfortable with public speaking, interacting with children, and assisting with food service.

Position Responsibilities

- Hosts birthday parties, lead activities for children and serve as a representative of Brooklyn Children's Museum.
- Assist party participants with check in and ensure guests are satisfied with their visit.
- Actively interact with families and children during all stages of the parties, leading entertainment activities as needed.
- Set up tables and event exhibits, and move chairs, tables, and equipment as needed.
- Attends all required training sessions and scheduled meetings

- 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 and drinks to party guests.
- Additional duties as assigned.

Qualifications & Skill Requirements

- Must be at least 17 years old.
- Must have a positive attitude and enjoy working with children and families.
- Previous experience working with children preferred.
- Possess excellent verbal, public speaking, and communication skills.
- Possess excellent customer service skills.
- Must be able to deal with people under stressful situations
- Open availability for all weekends and some weekday and holiday flexibility required.
- Background/fingerprint checks will be completed.
- Ability to stand and walk around for 3-4 hours at a time,
- Ability to bend, kneel, and lift up to 50 pounds.
- Experience with audio equipment and knowledge of children’s music/television/film a plus.
- Experience with theater/the performing arts is a plus.
- Willingness to handle live animals, including but not limited to: reptiles and amphibians a plus.
- Must be outgoing, friendly and team player.

Schedule

- Part-time on call, up to 14 hours per week; 8:00 a.m.-8:00 p.m.

Application Information

- Please send a cover letter and resume to careers@brooklynkids.org with “[Your Last Name] – Birthday Party Host” in the subject header.

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.