



**BROOKLYN CHILDREN'S MUSEUM**  
**JOB DESCRIPTION**

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<b>POSITION/TITLE:</b>	<b>Birthday Party Supervisor</b>
<b>STATUS:</b>	<b>Non-Union, Exempt</b>
<b>SALARY:</b>	<b>\$20-\$24/hour, commensurate with experience</b>
<b>DEPARTMENT:</b>	<b>Visitor Experience</b>
<b>SUPERVISOR:</b>	<b>Manager, Events</b>

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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 seeks an energetic and organized individual to supervise the team that hosts birthday parties at the Museum. The supervisor oversees birthday parties for children and works alongside the Birthdays team to provide a welcoming, entertaining and safe environment for all guests. The ideal candidate will possess previous supervisory or management experience, and will use such experience to execute 2-6 enjoyable, memorable birthday parties each weekend.

**Position Responsibilities**

- Communicates and maintains contact with clients throughout the entire birthday party process
- Organize and collect all payment information
- Creates outreach efforts, emails, and phone correspondence to drive birthday party bookings
- Keep accurate inventory of party supplies, and place orders as needed.
- Train, schedule and supervise Birthday Party Hosts to execute successful birthday parties.
- Build relationships with vendors to source supplies, favors, catering and decorations
- Actively interact with families and children during all stages of the parties, leading entertainment activities as needed.
- Foster long-lasting relationships with clients
- 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 supply storage spaces.
- Serve food and drinks to party guests as needed.
- Provide assistance in preparing, decorating, and cleaning of the birthday party spaces.
- Receive deliveries of supplies and food, and store appropriately.
- Coordinate with other departments and outside vendors to ensure parties run smoothly.
- Create new party packages and offerings.
- Additional duties as assigned.

### **Qualifications & Skill Requirements**

- Minimum of one year working with children in some capacity.
  - Minimum of one year supervising or managing a team.
  - Marketing, sales and outreach experience a plus.
  - Must have a positive attitude.
  - Interest in event planning and design
  - Strong organizational skills and initiative taking
  - Ability to successfully work on teams and inter-personal skills
  - Possess excellent verbal, public speaking, and communication skills.
  - Possess excellent customer service skills.
  - Must be able to professionally handle clientele under stressful situations.
  - Open availability for all weekends and at least 3 weekdays required. Schedule flexible.
  - 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 a plus.
- Willingness to handle live animals, including but not limited to: reptiles and amphibians a plus.

### **Schedule**

- Part-time, 21-28 hours per week, varied hours

### **Application Information**

- Please send a cover letter and resume to [careers@brooklynkids.org](mailto:careers@brooklynkids.org) with “[Your Last Name] – Birthday Party Supervisor” 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.