



Edwardsville Children's Museum Team Member

Part time hourly position

Positions available during exploration hours, weekend birthday parties, and after-hours events.

Job Description

The team member position is the entry to the ECM's guest experience and will serve to welcome, greet, and engage the visitors of ECM. Team members will report to the staff manager or manager on duty to support the operation of ECM.

Responsibilities:

- Welcome and greet incoming guests
- Promote museum programs and memberships to guests
- Facilitate a positive museum experience for visitors
- Operate the point of sale (POS) system and balance the cash register
- Answer the phone and respond to voice mail
- Accept reservations for field trips, programs, and events
- Keep building (interior & exterior) and exhibits in a clean & orderly condition daily
- Follow all opening and closing duty protocols including cleaning the bathroom, sweeping, and mopping
- During slow periods, complete activities off the deep cleaning checklist
- Support and work with the ECM admin team, ECM educators, and volunteers of the museum
- Maintain a current knowledge of museum operations and events
- Other duties as apparent or assigned

Qualifications:

- Positive, enthusiastic, energetic, friendly, & welcoming
- Ability to and enjoyment of working with young children and families
- Good organization and communication skills
- Ability to work on a team
- Ability to take direction and promote the mission of the Edwardsville Children's Museum

Physical Demands:

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, lift heavy items, bend, and reach above and below shoulder level. Involves frequent repetitive motion (typing, filing, etc.). The noise level in the work environment is variable and unpredictable, ranging from quiet to loud, including children's happy laughter.

I, _____, (print name) hereby acknowledge the responsibilities of this job description and understand that I will be held accountable to these standards. Failure to meet these standards will result in written warnings, which will be reviewed by the manager and director.

Signature

Date

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. Edwardsville Children's Museum is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws.