



Where learning and play go hand in hand.

Museum Educator and Visitor Services Assistant

The Children's Museum at Saratoga is seeking a highly motivated candidate to serve as an Educator and Visitor Services Assistant. The employee will join the education team in developing and delivering high quality early childhood education programs and work in admissions and other front of house responsibilities to ensure a positive visitor experience. This position requires weekend and evening hours.

Job Type: Part Time

Salary: \$15-\$17/hour

Job Description:

- Responsible for the development, teaching, and evaluation of museum programs. This includes group visits, birthday parties, special workshops, outreach programs, and community events that occur at the Museum and offsite.
- Welcome visitors, process admissions and sell museum memberships, answer phones, answer basic visitor questions and/or direct inquiries to appropriate staff.
- Support museum operations by opening and closing the museum, assisting with group visits, parties, and special events; restocking exhibit areas; performing general museum cleaning; and participating with other projects as assigned.
- Prepare materials for each of the museum programs offered.
- Ensure that all museum rules and procedures are being followed, including emergency procedures.
- Provide a valuable and welcoming educational experience for museum visitors by engaging them in a friendly and dynamic manner.
- Maintaining clean and orderly classrooms and exhibit areas.
- Candidate must be available weekends and some evenings.

Minimum Qualifications:

- Pursuit of a Bachelor's degree in a related field (e.g., Education, Museum Studies, Science, Human Development) from a college or university accredited by the US Department of Education or internationally recognized organization, or 3 years of applicable experience.
- Enthusiasm about working with children of all ages and abilities.
- Minimum of 1 year experience working with children in a formal or informal setting.
- Comfortable presenting to large groups.
- Demonstrated ability to provide exceptional quality service to external and internal customers.
- Ability to work in a moderately paced environment, stand for sustained periods of time, and lift 50 pounds.
- Reliable means of transportation to get to and from outreach programs required.

This position is contingent on the satisfactory completion of a background check and references. To apply, please send a cover letter and resume to education@cmssny.org.

P: (518) 584-5540 • 65 S Broadway, Saratoga Springs, NY 12866 • www.cmssny.org

This institution is an equal opportunity provider and employer.