



## Connecticut Science Center Birthday Party Crew Member

**Job Title:** Birthday Party Crew Member

**FLSA:** Non Exempt, Hourly Part Time (15 hours per week)

**Reports to:** Director of Visitor Services

### **Job Summary and Mission:**

Become part of the Visitor Services team as a birthday party crew member. The position sets the tone for an exceptional experience managing birthday parties on the weekends. As a crew member, we create an outstanding party for all our visitors by welcoming them, introducing them to the exhibit galleries, educating them with seasonal programs, and making their event hassle-free and entertaining.

### **Duties and Responsibilities:**

- Event coordination with multiple internal departments and catering partners to successfully execute every birthday party
- Position requires the set up and breakdown of several birthday party rooms.
- Greeting and welcoming the birthday groups. Providing hospitality and itinerary management services to each group to set the right tone for a great party.
- Overseeing the party itinerary for multiple parties each weekend day
- Capable of managing a group of 20-35 children and adults in an engaging manner and ensure that their itinerary is met.
- Ability to deliver 30 minute activity or 40 minute science programs to both adults and children.
- Assist Program Coordinator with administrative duties related to the program as necessary
- Other related duties and responsibilities as necessary

### **Key Requirements/Qualifications/Skills Necessary**

- Must be at least 18 years old and have some college experience
- You need to be ambitious, a good communicator, and enjoy working with children.
- Must be available to work consistently on Saturdays, Sundays and occasionally on holiday vacation weeks.
- Can work without constant supervision, but must be a team player.
- You must be comfortable overseeing multiple birthday parties and interacting with adults and children.
- High energy, flexibility and the ability to multi-task is required – you will be a member of our small team and will be expected to work hard and fast.

### **Physical Requirements**

- Ability to stand for extended hours.
- Use of hands and fingers to handle, feel or operate objects.



- Reach with hands and arms, twist bend, turn, climb or balance, stoop, kneel, crouch, or crawl.
- Ability to carry, pull, push, or lift up to 20 pounds.
- Clear and effective communication, must understand and be understood.
- Specific vision abilities required by this job include close and distance vision acuity, peripheral vision, depth perception.

A background in customer service, event management or education is preferred. Hours are subject to change on a weekly basis. Approximately 15 hours per week; position is paid hourly. A science center shirt is provided as part of a standard uniform.

Qualified applicants will go through an application process, interview process and must successfully complete a background check.

To apply, send a cover letter and resume to [HR@CTScienceCenter.org](mailto:HR@CTScienceCenter.org) please reference ***“Birthday Party Crew Member”*** in subject line.

The Connecticut Science Center is an Equal Opportunity Employer