



## **Art Party Facilitator Job Description**

The Museum of Children's Arts seeks outgoing and friendly Art Party Facilitators to lead art parties for children and their families, friends and guests. In this role you will work with parents and fellow Art Party Facilitators to ensure an engaging and fun-filled party atmosphere. Art Party Facilitators act as party hosts and lead art projects. The ideal candidates will be creative, energetic, organized, and excellent communicators. They will be able to quickly think on their feet and problem solve, while keeping a smile on their face and ensuring that party guests are attended to. Key to this position is the desire to work creatively with children, and an interest in gaining experience in museum centered art making, and customer service.

### **Art Party Facilitators work in the following settings:**

- **Art Parties:** act as party hosts, provide art instruction, plan and prep custom art projects, and help with facility set-up and clean-up
- **Open Studio & Customer Service:** work the front desk on Saturdays, sell admissions and memberships, welcome guests and introduce them to the space, programs, and the organization

### **Responsibilities:**

- Facility set-up and clean-up, help party host with food, art project prep, and event logistics
- Greet guests and acclimate them to the space and party schedule
- Enthusiastically lead 75 minutes of preplanned art party projects for groups of children
- Work with staff to ensure all party activities run smoothly with simultaneous programming
- Collaborate with staff to plan creative ways to reinvent existing projects and suggest new projects
- Develop party projects and prep materials for custom themes
- Attend all Art Party trainings
- Assist with art material inventory and request orders for new supplies
- Work in customer service roles, welcome visitors, take payments, register members, disperse informational materials, monitor performances and attendance numbers, along with other related tasks
- Communicate promptly and professionally with staff in person, via email and phone
- Complete all necessary evaluations and reports, including standard MOCHA evaluations and any additional evaluations/forms required for grant-funded programs

- Actively monitor for safety throughout the museum

**Qualifications:**

- Experience working with children leading art/craft projects
- Ability to use a wide range of art materials to present age appropriate art projects for children in both a guided and unguided setting
- Ability to create a fun, exciting and creative environment for children and their families
- Experience working in customer service roles, ideally in a museum or non-profit environment
- Exceptional customer service skills and a willingness to go above and beyond
- Self-starter with great initiative and the ability to problem solve quickly and independently
- Comfortable talking in front of groups of people
- Ability to calmly handle unexpected situations and maintain a sense of humor
- Excellent communication skills
- Punctual and reliable
- Must be available Saturdays and Sundays

**This Position Reports To:** Museum Manager and Director of Programs

**Hours:** Saturdays and Sundays; hours vary depending on need

**Rate of Pay:** \$16 an hour plus tips

**To Apply:** Please send a cover letter (explaining your interest in the position) and resume to [jobs@mocha.org](mailto:jobs@mocha.org), subject: (Applicant Name) Art Party Facilitator. Please note incomplete applications will not be reviewed. No phone calls please.

*Selected applicants must be eligible to work in the United States and willing to submit to a background check, fingerprinting, and TB testing.*

*The Museum of Children's Arts is an equal opportunity employer. Candidates from diverse ethnic and cultural backgrounds are encouraged to apply.*