

Job Description
Explorations V Children's Museum, Inc.
Revised 4/22/19

Title: Play Master

Reports to: Education/Operations Director

GENERAL: Play Masters bring fun, learning, and curiosity to hundreds of children and families through leading hands-on programs to having pride in well-maintained exhibits and classrooms. This responsible, reliable group of leaders carry out the day-to-day activities of the Museum. Must be available Saturday & Sunday.

RELATIONSHIPS: Reports to Education & Operations Director and the Visitor Services Manager or weekend supervisor and oversees floor volunteers.

RESPONSIBILITIES AND TYPICAL DUTIES:

Play Masters are part of the education & operations department, which provide all visitor experiences. After a thorough training, Play Masters work the front desk, lead programs or workshops, deliver memorable birthday parties, and represent the Museum at community events. They show up to work on time, prepared, and ready to spend their time at the Museum dedicated to the young minds who have come to explore. Specific duties include but are not limited to:

1. People First Attitude
 - a. Greet visitors professionally and courteously.
 - b. Collect admissions, sell memberships and gift certificates, record appropriate survey information, distribute and collect visitor evaluation forms, promote programs, workshops, and special events, welcome field trips.
 - c. Answer incoming phone calls. Book birthday party, workshop, and field trip reservations.
2. Show Pride in Your Work
 - a. Open and close the Museum daily (arrive early/stay later than Museum hours); supervise the use of the Museum during operating hours.
 - b. Help recruit and supervise floor volunteers and offer direction when necessary.
 - c. Assist other staff when necessary.
3. Set up Kids for Success
 - a. Set up/clean up rooms for any scheduled group activity.
 - b. Assure all supplies/equipment/tables/chairs are returned to their designated spaces.
 - c. Ask questions about lesson plan in advance & be confident in the material
 - d. Assist with Museum special events, exhibit openings, and celebrations as scheduled.
4. If There's Time to Lean, There's Time to Clean
 - a. Daily Museum cleaning-pick up trash, straighten exhibits, return components to proper area
 - b. Conduct deep cleaning as needed.
 - c. Note needed supplies on shopping list.
5. Assist with any other assigned duties.

FINANCIAL RESPONSIBILITIES: Responsible for operating cash register, closing out, balancing drawer at the end of each business day in accordance with Museum Cash Handling Procedures.

Layla Cribb, Education/Ops Director / Date

Play Master / Date