



Job Title: Gallery Assistant
Classification: Part-time
Work Schedule: Varies
Pay Scale: \$7.25 per hour
Supervisor: Catie Rutkowski, Director of Operations

Responsibilities:

- Monitor the gallery floor, exhibit areas and outdoor adventure area to ensure safe playing. Pick up/clean floor exhibits to provide a positive visitor experience
- Provide excellent customer service and educational moments for visitors
- Support volunteers in their roles through training, supervision, coaching and recognition
- Communicate effectively and professionally with the Floor Manager to coordinate break schedule
- Help maintain a safe and educational climate for visitors at KCDC
- Provide input and feedback to KCDC staff about visitor services issues
- Assist with opening, closing and daily procedures
- Assist staff and volunteers during after-hours events
- Available to work weekdays, weekends and some after-hours events
- Other duties as assigned

Desired Skills and Experience:

- Excellent customer service skills
- Experience working with diverse groups of people
- Able to communicate effectively in person in large group and one-on-one settings
- Experience working with the public, older adults, parents, teens and young children
- Ability to work an extensive period of time on your feet, including bending over, lifting 25+ pounds
- Self-starter with strong work ethic

Application process: Submit Letter of Interest, resume and three (3) professional references to info@kansasdiscovery.org

KCDC is an AA/EEO employer and encourages diversity among its employees.