



Job Title: Weekend Gallery Assistant
Classification: Part-time, hourly
Pay Scale: \$7.25 per hour
Hours: 8-15 hours weekly
Saturdays 10AM-5:30PM, Sundays 1PM-5:30PM;
Occasional evening events, schools-out days

Responsibilities

- Monitor the gallery floor, exhibit areas and outside 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 weekends (Sat/Sun); occasional evening events and schools-out days
- Other duties as needed and assigned

Required Skills

- Excellent customer service skills
- Experience working with diverse groups of people
- Able to communicate effectively in person and 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

Preferred skills

- Experience working with young children in various settings
- Prior knowledge of KCDC exhibits, policies/procedures and mission

To Apply: Letter of interest, resume and 3 professional references to: info@kansasdiscovery.org

KCDC is an equal opportunity employer