

# Koch Family Children's Museum of Evansville

## PLAY GUIDE Job Posting

As a Play Guide with the Children's Museum of Evansville (cMoe), you'll have the opportunity to discover new ways to play while learning and interacting with families and children each day you work! The Children's Museum is far from being a place where exhibits aren't touched. Here, you'll bring imagination to life while you engage in play and immerse yourself in art, science, engineering, strategy, and so much more!

Each shift you will join visitors of all ages in enriching and playful experiences, facilitating moments of wonder while ensuring the safety and comfort of everyone who walks through our doors.

As part of the museum's dynamic education team, you will provide an exceptional level of customer service while supporting our mission to create a welcoming environment that encourages creative exploration, builds connections, and promotes lifelong learning. If you have a love for facilitating hands-on play, connecting with diverse audiences, and making every moment in the museum count, we want you to be part of our team.

### Key Responsibilities

#### **Foster a Playful Environment:**

- Create and maintain a museum climate conducive to self-directed, freely chosen, and intrinsically motivated play for all visitors.
- Model respectful and creative interactions with children through play, demonstrating how to engage thoughtfully with both children and adults.

#### **Engage Visitors:**

- Interact with children, families, and educators by delivering engaging presentations, educational programs, and personal interactions that promote the museum's educational mission.
- Share the joy of play and learning by disseminating information about museum artworks and artists to enhance visitor experiences and foster visual literacy.

#### **Support Play Experiences:**

- Intervene in play activities when necessary, offering support and guidance in ways that enhance the play process and encourage creative expression.
- Assist adult caregivers with positive, respectful communication, guiding them in how to create engaging play opportunities for their children.

**Tailor Interactions:**

- Recognize and adjust your approach to accommodate the unique cognitive, physical, cultural, and social needs of each child and adult visitor.
- Use a daily reflective practice to document observations, share insights with colleagues, and continually refine the play experiences at the museum.

**Promote Family Engagement:**

- Create opportunities for families to discuss their play experiences, fostering connections and encouraging deeper engagement with the museum's offerings.
- Support family interactions, from storytelling to problem-solving, while ensuring every family member's experience is enjoyable.

**Customer Service & Problem Solving:**

- Provide excellent customer service by troubleshooting visitor concerns and creating an inviting, comfortable, and safe atmosphere.
- Assist parents and caregivers with first aid when necessary and document incidents as part of a safe and responsive environment.

**Support Special Events:**

- Assist birthday party hosts with set-up, clean-up, and time management, ensuring a fun, smooth experience for guests.
- Participate in special after-hour museum events, including weekends and holidays, to support the museum's diverse programming.

**Ensure Safety & Cleanliness:**

- Help maintain a clean, well-stocked, and safe environment in all public areas, making sure that galleries and play spaces are welcoming for visitors of all ages.
- Work closely with your team to identify and address any safety concerns, taking a proactive role in maintaining safety standards.

**Other Duties as Assigned:**

- Take on additional tasks and responsibilities as directed by your supervisor or the Executive Director to support the museum's operations and educational goals.

**Qualifications**

- A passion for play, learning, and child development with prior experience in a museum, educational, or childcare setting preferred.
- Ability to engage and communicate effectively with children, adults, and diverse audiences.
- Strong problem-solving skills, a friendly demeanor, and excellent customer service abilities.

- Comfort with public speaking and delivering educational content through presentations, programs, and personal interactions.
- Ability to maintain a positive, respectful, and inclusive attitude when working with children and families.
- Physical ability to assist with set-up, clean-up, and maintenance of spaces (including lifting up to 25 lbs).
- Flexible availability, including weekends, holidays, and occasional evenings for special events.

### **Working Conditions**

- This position requires occasional evening and weekend work for museum events, birthday parties, and special programming.
- The role will involve interacting with visitors in a lively, dynamic environment, with regular opportunities to be involved in hands-on activities.

Join us at our vibrant children's museum as a Play Guide, where you'll create a climate that nurtures curiosity, sparks imagination, and fosters growth for both children and their caregivers.

### **Your position will mostly entail the following necessary skills:**

- Analysis/Problem Solving
- Customer Service
- Communication (Active Listening, Interpersonal, Body Language, etc.)
- Teamwork
- Quick Thinking/Learning
- Flexibility/Adaptability
- Initiative

Shifts will span the open hours of the museum and possibly include after-hours events.

### **Application Process**

If you're ready to make a difference and contribute to an engaging, playful, and educational environment for children and families, we'd love to hear from you! Please submit your resume and cover letter to [edrinkwater@cmoekids.org](mailto:edrinkwater@cmoekids.org).

\*cMoe values a diverse workforce and inclusive culture. cMoe is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.

\*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. cMoe Management reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.