Educational Program Assistant

Job Description:
At CMBV our mission is to provide a child-centered, hands-on interactive environment for learning and discovery and we need talented, passionate staff collaborating together to make this happen. CMBV is looking for team members who share our energy, enthusiasm, and purpose for fostering a safe and innovative environment for children to expand their creativity, curiosity and have a whole lot of fun!

The EPA will engage guests of all abilities—and their caregivers—fostering a safe and innovative environment based upon Museum Exhibits. Additional responsibilities include: professionally curating experiences, creative positive customer relationships, maintaining, sanitizing and organizing exhibits, and operating the Welcome Desk.

Essential Functions:
EPA's are the front line of contact with guests and promote a curated, educational and enjoyable environment to foster innovation, creativity and play. EPA's responsibilities, include, but are not limited to:

Education:
- Facilitate caregiver/child interactions throughout museum fostering creativity and learning through play,
- Accurately curative exhibits through actively engaging with guest and caregivers,
- Interact with museum Guests to ensure an educational and delightful experience.
- Encourage the exploration of exhibits in new and meaningful ways.
- Oversee and implement daily programing, including STEAM projects, literacy activities, health and fitness activities, arts and crafts, etc.
- Collaborate with museum staff to stay abreast of museum activities and operations.

Customer Relations:
- Contribute to a safe, positive, and fun work atmosphere, prioritizing decisions in order of safety, courtesy, area cleanliness, and efficiency.
- Greet all CMBV Guests in a positive and professional manner,
- Learn and utilizes CMBV shared language,
- Staff CMBV front desk, selling general admission tickets, special event tickets, and memberships, and associated cash handling duties.
- Administers a series of opening and closing procedures to ensure the building is show-ready.
- Adheres to a rotation through multiple positions throughout the facility
- Ensures all exhibit elements are working correctly, troubleshoots as necessary, and reports malfunctions and maintenance issues.

General Qualifications:
To perform the job successfully, an individual should demonstrate the following:

- Teamwork - Balances team and individual responsibilities
- Attention to Detail & Adaptability – Self-motivated and manages competing demands;
- Ability to work in a complex organization, working with all museum team members while demonstrating flexibility and willingness to negotiate and compromise
- Problem Solving, & Organizational Skills - Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas; Ability to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.
- Hospitable & Interpersonal Skills: Courteous Professional Attitude, able to keep emotions under controls, remain calm and focused when engaging with clients and first aid
● Child-Friendly: Enjoys engaging with a wide range of children in an appropriate manner
● Enthusiastic: Participates in museum actives with enthusiasm creating an energetic environment
● Computer Proficient: Able to learn Point-of-Sales System and operate supporting software.
● First Aid certified within the first 30 days of employment

Physical Demands:
The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Flexible working hours; requires working weekends, days, and evenings.
• Variable exposure to noise, weather, and elements.
• Constant working with the public and employees.

- Ability to lift up to 25 lbs.
- Ability to bend and retrieve items from the floor
- perform essential First Aid procedures

The above statements are intended to describe the general nature of work performed by the Educational Program Assistant. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time. The Children’s Museum of Brazos Valley is an equal opportunity employer.