

Job Posting: Museum Birthday Party Instructor



DESCRIPTION

The Birthday Party Instructor is responsible for leading exciting, high-quality educational birthday parties at The Whaling Museum. This per-diem position leads all steps of our parties, including setup, teaching, and cleaning up, and ensures all our visitors have a joyous and happy birthday celebration. Audiences range from preschoolers to tweens, with most birthday parties geared for children turning 4-6 years old. The Museum provides every element of the party except for the food (although Instructor assists passing out food and cake to guests). Party themes include pirates, mermaids, sharks, whales, bubbles, etc (see our birthday brochure offering on our website for details). Regular work schedule is mornings and/or afternoons on select Saturdays and Sundays; one or two birthdays may be booked in one day; occasional opportunities may be available at other times during the week. (If interested, instructor may be considered for weekday work during the summer season delivering art, science, and history educational programs to locations throughout Nassau and Suffolk Counties.)

QUALIFICATIONS

- **Degree in education** (or pursuing degree in education); OR Degree in Life Sciences/Marine Sciences coupled with strong teaching background
- **Experience teaching young children** in a setting that requires interacting and engaging
- **Knowledge of Long Island's maritime history/whale biology/ocean sciences**, or willingness to learn
- **Reliable and punctual**
- **Cheerful, welcoming, enthusiastic, and friendly** personality with excellent public presentation skills; makes learning a fun adventure!
- The ability to **follow an established lesson plan** and party schedule
- Able to work independently and take the responsibility as the party host, making customers 100% happy
- Moderate lifting of teaching bins and table setup

RESPONSIBILITIES

1. All elements of party set-up and clean-up
2. Greet the birthday family and help welcome guests
3. Follow an established lesson plan and party schedule which includes leading treasure hunts, arts and crafts stations set up around the museum, play tables, and showing small animals or artifacts
4. Ensure guests leave happy
5. Oversee Education Assistant, who is typically scheduled for party assistance
6. May help oversee daily operations, including opening/closing museum
7. Protect historic museum collection
8. Undertakes or assists any special projects at the request of Education Manager.

Interested applicants should send:

- 1) Coverletter Detailing Specific Interest
- 2) Resume
- 3) Weekend Scheduling Availability Throughout the Year

Applicants should expect to be cleared of an employment background/criminal check, if extended an offer for employment. You may also be asked to provide proof of educational degree(s), licenses or credentials pertinent to the position.

Email ASAP to Cindy Grimm, Education Manager at cgrimm@cshwhalingmuseum.org.
EMAIL ONLY; No Phone Calls Please.

Posted June 8, 2015