

BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION
Birthday Party Facilitator

*We inspire joyful exploration of science and nature
through engaging experiences, unique resources, and exceptional staff.*

Department: Experience

Position Title: Birthday Party Facilitator

Primary Reporting Responsibility: Guest Services Manager

Status: Part-time / Non-Exempt

Schedule: Saturdays and Sundays required. Other days as available and assigned

Overview:

At the Buffalo Society of Natural Sciences, we believe that science creates opportunities and shapes our world. We take pride in providing an environment that inspires curiosity, self-directed learning, and fun for our guests of all ages. We know that when you mix GREAT SERVICE with GREAT PEOPLE, the result is LASTING MEMORIES for our guests.

Summary of Position:

The Birthday Party Facilitator position that requires an outgoing and knowledgeable communicator responsible for engaging visitors in our experiences to enhance the visit of everyone entering the Museum. Under the guidance and supervision Guest Services Manager, the Birthday Party Facilitator will ensure safe, high-quality presentations of Museum birthday parties. As needed this position will also complete other Guest Services Team Member responsibilities such as greeting guests, selling tickets, facilitating hands-on activities and assist with cleaning spaces to maintain a safe and welcoming environment. Guest Services Team Members are the staff who produce and present safe, entertaining and high-quality presentations for our patrons (onsite and offsite).

Essential Functions:

- Utilize a range of people skills to initiate friendly and engaging experiences for visitors of all ages.
- Facilitate educational and entertaining hands-on activities with birthday party patrons.
- Set-up and clean-up program activities and birthday party room.
- Maintain high standard and appearance of party related spaces and signage.
- Maintain required levels of all party related supplies, request purchases with supervisors.
- Resolve challenges quickly and calmly, discuss solutions with appropriate staff members or suppliers.
- Support and collaborate with other staff to present high-quality presentations and experiences.
- Participate in training, Experience Team projects and BSNS staff activities.
- Able to project and speak enthusiastically about the BSNS, and its activities.
- Stay well-informed of BSNS offerings, be a promoter for patrons and the community.
- Perform other incidental tasks consistent with the goals and objectives of the BSNS staff.

Experience and Skills Required:

- Outgoing personality and friendly; ability to work well as a team member and independently.
- Excellent communication skills; able to talk and engaging with groups of all ages and backgrounds.
- Excited to present science concepts; able to enthusiastically promote BSNS initiatives.
- Affinity for teaching or similar presentation skills; teaching background a plus.
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Physical Demands:

- Ability to transport up to 40 pounds with the assistance of a cart.
- Listening and speaking in person with individuals and groups frequently.
- Able to often move around all areas within the Museum.
- Able remain in one place for extended periods of time.

The Society's culture is one of collaboration, collegiality, and teamwork. The Birthday Party Facilitator must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Birthday Party Facilitator must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

The salary for this position is \$15.45 an hour.

Please send cover letter and resume via email to careers@sciencebuff.org

Equal Opportunity Employer

At the Buffalo Society of Natural Sciences, we believe that to achieve the greatest potential in opportunity, innovation, and discovery, as well as to reach the highest level of effectiveness and well-informed decision making, diversity of experience and viewpoints is paramount. Further, as a mission-first organization that seeks to be a welcoming and welcomed resource for all in our community, the Society strives to reflect the great diversity of those living in western New York. We encourage applications from individuals of all backgrounds and life experience. The Buffalo Society of Natural Sciences is an Equal Opportunity Employer and does not discriminate based on race, color, religion, sex, national origin, age, disability, or genetic information.