

Children's Discovery Museum Party Host

Position Type: Part-Time, Non-Exempt

Job Description:

The Children's Discovery Museum Party Host serves as the main point of contact for all parties and events, ensuring an engaging and seamless experience for children and their families. This position involves planning and managing activities, setting up and breaking down party spaces, and ensuring guests have a memorable and enjoyable time. The Party Host is also responsible for closing out bills at the end of each event and addressing any issues that arise during the party. The ideal candidate is enthusiastic, organized, and passionate about working with children, with the ability to adapt to dynamic situations and provide exceptional customer service.

Responsibilities:

- **Event Coordination:**
 - Serve as the primary day-of contact for party hosts and guests, ensuring all event needs are met.
 - Manage the setup, execution, and breakdown of parties, including decorations, food, and activity materials.
 - Oversee party activities, including games, crafts, and other entertainment, while maintaining a fun and energetic atmosphere.
- **Guest Engagement:**
 - Greet and welcome party hosts and guests upon arrival, providing clear communication about the event timeline and offerings.
 - Facilitate positive interactions with children and families, ensuring all attendees feel included and engaged.
 - Address special requests, last-minute changes, or guest concerns promptly and professionally.
- **Financial Management:**
 - Handle event billing, including finalizing and closing out the bill with the party host at the end of the event.
 - Ensure accurate processing of payments and provide receipts as needed.
- **Safety and Cleanliness:**
 - Monitor activities to ensure the safety of all attendees, especially children.
 - Adhere to and enforce Museum policies, including safety and hygiene protocols.
 - Maintain cleanliness and organization of party spaces during and after events.

Qualifications:

- High school diploma or equivalent required; prior experience in event hosting, customer service, or working with children preferred.
- Excellent communication and interpersonal skills, with the ability to engage with children and families effectively.
- Strong organizational and time management skills, with attention to detail to ensure smooth event execution.
- Bilingual proficiency is preferred but not required.
- Ability to stay calm and solve problems in fast-paced or challenging situations.
- Flexible schedule, including availability on weekends, holidays, and occasional evenings.
- Must be able to lift and carry up to 25 pounds and stand or move for extended periods.

The Children's Discovery Museum Party Host plays a vital role in creating joyful and memorable celebrations, helping children and their families build lasting memories at the Museum.