

Position: Birthday Party Assistant, Education Dept., Hermann Park and/or Sugar Land

Employment Status: Part Time, Hourly, Non-Exempt, \$12 per hour

Job Summary:

The Education Department at the Houston Museum of Natural Science strives to provide an inspirational learning environment, promote scientific inquiry as a mode of thinking, and to engage children in the wonders of science. As such, we are looking for fun individuals to help facilitate our birthday parties and interpret museum displays for our guests.

As part of the job duties, Birthday Party Assistants will be trained in interpretation for tours of the various exhibit halls. This position is available for our two locations: Hermann Park and/or Sugar Land. This position reports to Birthday Party Programs Manager.

Essential Duties and Responsibilities:

- Deliver exceptional experiences to patrons
- Set up, decorate and clean the party spaces
- Manage party timeline to adhere to tight deadlines
- Make changes based on feedback from party parents and Education supervisors
- Supervise and interact with children of all ages in a fun, positive way
- Lead tours through various exhibit halls
- Lead assigned crafts for party guests
- Assist setting up and serving parent-provided foods, including cutting the cake, plating, distributing and clean-up
- Help party parents transport items to and from their cars

Skills and Experience:

- Well organized, able to prioritize tasks and time
- People-oriented, respectful, friendly, engaging and willing to take initiative
- Enjoys problem-solving
- Flexible, personable and able to multi-task
- Able to work independently as well as part of a team
- Receptive to supportive criticism
- Interested in and enthusiastic about various topics covered in the museum exhibitions and programming
- Previous experience in early childhood education
- Arrive on time for all shifts
- Comply with the museum's health and safety protocols

Qualifications:

- At least 18 years old
- High school diploma or GED
- Relative work experience is preferred

Working Conditions and Physical Demands:

- Able to stand for long periods of time, walk long distances, climb stairs and lift up to 25 pounds
- Able to expend physical energy for long periods

- Access to reliable transportation for regular and after-hour shifts
- Access to a smartphone during work hours with reception in the museum
- Able to work weekends

Perks of Working at HMNS Include:

- Free individual-level HMNS membership
- Free admission to museum exhibit halls, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including museum summer camp
- Free staff parking
- Predominately daytime hours

Application Instructions:

To apply, please submit your resume to jobs@hmns.org by June 6, 2025.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030

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