

Interactive Neighborhood for Kids Position Posting

Position Title: Birthday Party Coordinator

Status: Part-time (up to 30 hours/week) without benefits

Reports To: Museum Director of Operations

Responsibilities:

- Responsible for coordinating all phases of birthday parties, including, but not limited to scheduling, printing invitations and thank you cards.
- Communicate directly with parent contact person prior to and after event
- Manage the party schedules
- Manage customer and party follow-up procedures
- Ensures party details are current and accurate on master calendar
- Sets up & monitors all birthday parties
- Host birthday parties, slumber parties and event rentals
- Coordinate party host/hostess' schedule
- Inform staff of party schedule
- Train/educate junior staff on party procedures
- Provide constructive feedback to junior staff on party hosting and communication
- Facilitates activities as well as producing parties: decorations, ordering party cakes & pizza
- Takes the initiative to bring in repeat business and develop new clients
- Respond to calls in a timely manner and forward information to clients
- Manage birthday supplies-order supplies in a timely manner
- Communicate floor issues or concerns to Directors, including damage to exhibits
- Immediately report all injuries to Directors
- Work with floor monitors - Set and reset exhibit areas.
- Monitor our guests behavior – make sure everyone understands and follows our rules, such as, no running or eating in the Museum
- Attend monthly staff meetings
- Interact with visitors –provide first rate customer service
- Observe visitor interactions and experiences and report to Directors
- Ability to communicate with educators, parents, Museum visitors, caregivers in a professional and friendly manner
- Perform other position related duties as assigned by Directors

Qualifications:

- Flexible, organized & motivated
- Reliable transportation
- Outgoing, friendly & patient
- Ability to work in team atmosphere
- Ability to work with educators, parents and other caregivers
- Ability to stand, sit, bend & kneel
- Must be available to work on weekends
- Likes to work with children of all ages
- Excellent communication skills – and ability to multi-task, prioritize and ability to give attention to details
- Computer skills-Microsoft Word, Publisher and Excel

For more information about INK – please visit our web site at www.inkfun.org.

About Interactive Neighborhood for Kids:

INK is located in the Featherbone Center on 999 Chestnut Street. Hours of operation are Monday-Saturday 10am-5pm, Sunday 1pm to 5pm. Admission is \$8 per person – under age 2 is free. INK-founded in August of 2002 strives, through the exhibits, to create a unique environment in which children of all ages, abilities, and experience can feel free to imagine, create, and explore beyond their dreams. Interactive Neighborhood for Kids makes every effort to provide exhibits and programs that stimulate curiosity and motivate learning.