

Buell Children's Museum
Sangre de Cristo Arts and Conference Center
210 N. Santa Fe Avenue, Pueblo, CO 81003



Position Title: Museum Learning Assistant at the Buell Children's Museum
Status: Non-Exempt, Part-time, 15-25 hours per week
Type: Part-time (Approximately 15-25 hours per week)
Per hour rate: \$16 per hour

JOB SUMMARY

Customer Service

- Greet visitors, check in customers, and answer phone calls, while maintaining a professional and friendly attitude
- Approach and engage with visitors and develop a comfort level working with children and their families
- Facilitate and interact with visitors and group tours
- Check guests in by selling admissions, including working with registers and selling items in the gift shop
- Know and maintain the exhibit project spaces to assist families in how to use them

OTHER

- Assist exhibit set-up and tear-down
- Cleaning duties as assigned
- Work with all departments at the Arts Center to maintain clear communication throughout the campus
- Follow daily tasks
- Able to work on computer projects in Word and Excel

JOB QUALIFICATIONS

REQUIRED EDUCATION/LICENSE

- Valid Driver's License
- Pass a required background check

REQUIRED EXPERIENCE

- Experience working with children

PHYSICAL REQUIREMENTS & OTHER INFORMATION

- Must be able to lift and carry up to 40lbs
- Must be able to perform the requirements of this position, with or without reasonable accommodation
- This hourly position does not include extra benefits

To Apply: Send resume to tammie@sdc-arts.org