

## BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION

### Birthday Party Facilitator

*Inspiring Curiosity Through Exploration*

*Valuing Nature's Wisdom*

**Department:** Experience

**Position Title:** Birthday Party Facilitator

**Primary Reporting Responsibility:** Guest Experience Managers

**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**

The Birthday Party Facilitator position requires an outgoing and knowledgeable communicator responsible for engaging visitors during birthday parties, performing science-based programs, initiating meaningful conversations, and encouraging interactions to enhance the overall experience of everyone attending the birthday party. The Birthday Party Facilitator is a member of the Experience team and trained by Museum education staff. Birthday Party Facilitators also ensure safety and a consistently high-quality presentation to the public.

#### **Priority Projects**

With the onset of the COVID-19 pandemic, all staff of the Buffalo Society of Natural Sciences will be required to perform duties and tasks that support the operation of the entire Society and may fall outside those tasks primarily associated with this function. To that end, staff may be required to take on additional roles including, but not limited to, guest services, capacity monitoring, cleaning and sanitation. These tasks will be assigned by your supervisor and take priority over other duties as outlined in this job description.

#### **Essential Functions**

- Utilize high degree of people skills to initiate friendly engagement and experiences for visitors of all ages.
- Facilitate hands-on activities with birthday party guests and the general public.
- Set-up and clean-up program activities and birthday party room.
- Oversee general order and appearance of party spaces and related signage.
- Keep party supplies in order and report shortage of supplies to Birthday Party Coordinator.
- Troubleshoot challenges involving birthday parties and communicate maintenance and/or other issues to the appropriate person or department.
- Support and collaborate with other staff and volunteers to present high-quality program environments.
- Participate in training and team projects as needed.
- Project enthusiasm about the Museum, its programs, and its audiences.

- Maintain awareness of the Museum and its offerings, serving as a resource person for the public.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Experience and Skills Required:**

- Outgoing personality and leadership skills; demonstrated ability to work on a team.
- Excellent communication skills; must be comfortable with public speaking.
- Enthusiasm for science and the Museum's mission.
- Ability to engage with groups and individuals of all ages and backgrounds.
- Affinity for teaching or similar presentation skills; teaching background a plus.

**Physical Demands**

- Ability to transport up to 40 pounds of materials with the assistance of a wheeled cart
- Listening and speaking in person with individuals and groups frequently
- Moving around often or continuously within the Museum
- Frequently remaining in one place for extended periods of time

**Culture and Values**

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 integrity, engagement, diversity, and knowledge. The Birthday Party Facilitator must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

**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.

**How To Apply**

Please send cover letter and resume to [careers@sciencebuff.org](mailto:careers@sciencebuff.org) with subject line "Birthday Party Facilitator."