

**BUFFALO SOCIETY OF NATURAL SCIENCES POSITION DESCRIPTION**  
**Birthday Party Facilitator**

*We inspire joyful exploration of science and nature through  
engaging experiences, unique resources, and exceptional staff.*

**Department:** Programs and Experiences

**Position Title:** Birthday Party Facilitator

**Primary Reporting Responsibility:** Guest Experience Manager

**Status:** Part-time/ Non-exempt

**Schedule:** Saturdays and Sundays required. Other days as available or as 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 of Position:** The Birthday Party Facilitator position requires an outgoing and knowledgeable communicator responsible for engaging visitors during birthday parties, performing engaging science-based programs, 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 program staff. Birthday Party Facilitators also ensure safety and a consistently high-quality presentation to museum guests.

**Essential Functions:**

- Utilize high degree of people skills to initiate friendly engagement and experiences for guests of all ages.
- Facilitate hands-on activities with birthday party guests and other museum guests.
- 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 Guest Experience Manager.
- 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 guests.
- Perform other incidental tasks consistent with the goals and objectives of this position.

**Education, Experience, Skills, and Qualities 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.
- Education/teaching background a plus.

**Physical and Other 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.

The Society's culture is one of collaboration, collegiality, and teamwork. The Tifft Facilitator of Learning must have a desire to work in a mission-first and audience-centered culture following the Society's core values of service, curiosity, collaboration, integrity, and inclusivity. The Tifft Facilitator of Learning must intend to produce products and experiences of exceptionally high quality and to enjoy work and colleagues.

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time.

**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.

The salary for this position is \$15.45 per hour.

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