



**zeum**

January 6, 2010

POSITION ANNOUNCEMENT

Position Title:      Birthday Party Coordinator  
Reports To:          Visitor Services Manager  
Status:                ON-CALL (part-time, non-exempt)  
Hours:                On-call Saturday and Sundays (10:00 am - 5:30 pm).  
                             Hours will be scheduled as needed, according to the schedule of parties. Limited weekday hours. some evening hours. (Position usually averages 6-16 hours/week.)

Compensation:      \$13/hour  
Start Date:          Shifts available immediately

Organizational Description:

Zeum is San Francisco's hands-on, multimedia arts and technology museum for kids. Our vision is a world where creativity, collaboration and communication inspire new ideas and innovative solutions. We believe that the success of the next generation will hinge not only on what they know, but also on their ability to think and act creatively as global citizens. Our mission is to nurture the creativity, collaboration, and communication of all youth and families. Zeum engages and inspires youth who may not otherwise have access to quality arts and technology experiences in a safe environment. We provide an environment that makes it possible for young people to be makers and creators, animators, directors, performers, designers, collaborators, and decision-makers.

Position Description:

As part of the Visitor Services team, the Birthday Party Coordinator (BPC) is responsible for planning, coordinating, marketing, and executing a well-rounded, professionally organized Birthday Party Program. The BPC will assist birthday party guests of all ages, backgrounds and learning styles with having a fun, creative experience in Zeum's hands-on environment. The BPC will facilitate the logistical elements of the birthday party needs and individualize the delivery of service to ensure that everyone has a fun experience at Zeum. The BPC will use his/her creativity and educational experience to help organize and plan the specific programs and activities for the birthday party groups. He/she will be able to lead dynamic activities and games for children between the ages of 3-12. Ideally, the BPC will have a background or interest in theatre, music and/or performance. Excellent customer service skills are a must.

Responsibilities:

Assists the Visitor Services team in the implementation of the Birthday Party program by:

- Ensuring that the birthday party programs are presented with the highest standards of excellence and that visitors are satisfied with all aspects of the party experience
- Serving as activities coordinator and host to all birthday party visitors
- Actively facilitating creative art and technology activities for birthday party guests
- Coordinating the party activities to maximize partygoers' enjoyment while reducing the impact on other visitors
- Assisting the Visitor Services team in the planning, implementation, and marketing of the birthday party experience at Zeum
- Working with the Visitor Services Manager to coordinate the birthday party schedule
- Maintaining party supplies
- Other duties, as assigned

Qualifications:

- The successful candidate must demonstrate the ability to interact in relevant ways with persons from diverse backgrounds or with different learning styles.
- Must love working, playing and CREATING with children, youth and families
- Enthusiasm and interest in being source of entertainment for birthday parties, directing children in party activities including singing, dancing and acting.
- Excellent communication, interpersonal and customer service skills
- Experience teaching or working with youth in the visual, media, and/or performing arts
- Fun, out-going, self-motivated and a creative problem-solver
- Ability to work both independently and as part of a team
- Desirable: strong computer skills; phone etiquette, working knowledge of Apple operating systems and various software applications (creative software knowledge preferred); fluency in a language other than English

Application Process – PLEASE READ CLOSELY:

Send cover letter and resume by email to jobs(at)zeum(dot)org with a subject line beginning with this exact phrase: "BPC-2010:" followed by your FIRST and LAST NAME. Please tailor your cover letter to this job posting and explain why you would be a great fit for this high energy position. Email submissions that do not follow these instructions may not be reviewed. NO PHONE CALLS PLEASE.

ZEUM is an equal opportunity employer committed to diversity at all levels.