



## KID Museum Sunday Operations Support

### About KID Museum

KID Museum is the nation's largest educational makerspace for youth. Our mission is to revolutionize how kids learn through the maker experience. Through hands-on programming and deep learning experiences, we empower youth with the creative problem-solving and STEM skills to invent the future. With a focus on engaging populations traditionally underrepresented in STEM, our programs aim to build economic opportunity and diversify the future talent pipeline.

Our vision is to become the standard of excellence for inclusive, impactful maker learning nationally, and a model for how to expand access to maker learning at scale. Our headquarters in the Washington, DC region serves as our innovation hub. In partnership with local school systems, government and philanthropic leaders, we design and deliver K-12 programs that produce results at scale in a large and diverse metropolitan region. We leverage the learnings from this learning lab to create resources, training, and technical support to expand high-impact maker learning nationally. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org).

### Position Overview

KID Museum is seeking individuals to join our **Sunday Operations Team**. You will work closely with the Museum's Visitor Services and Operations team to support the administration of programming for children ages 7 - 14 in the Museum's popular maker-based location at 3 Bethesda Metro Center. Sunday hours are from 9am - 5pm.

In this role you will support the daily operations and frontline experience of families at KID Museum. You will be responsible for assisting KID staff with Sunday logistics, coordination and administration. The successful candidate will have demonstrated experience and passion for customer service and operational efficiency in the nonprofit or social service fields.

Candidates are expected to work a minimum of 2 Sundays per month. Sunday programming runs 9:00 a.m. to 4:00 p.m. Each shift includes a half-hour lunch break.

### Essential Job Functions

- Assist with day-to-day operations, including answering phones and email inquiries.
- Direct visitor inquiries and issues to the appropriate staff or department to ensure resolutions in a timely manner.
- Support educators with Sunday set-up and clean-up.
- Assist with facilities management, including light cleaning, room usage and maintenance.

- Ensure that the Museum's rules and safety protocols are followed by visitors and program participants.
- Perform general clerical duties including photocopying, filing, and data entry.
- Assist with events with set-up and clean-up.
- Potential for extra hours with Holiday/weekend events.
- Successfully complete other duties as assigned.

### **Qualifications**

- Excellent verbal and written communication skills and ability to effectively communicate with a wide variety of audiences including children, parents/caregivers and community members.
- Knowledge CRM systems preferred but not required.
- Strong administrative skills; good research, planning, and organizational skills; strong work ethic and follow-through; excellent attention to detail.
- Strong interpersonal skills; good judgment, initiative, and resourcefulness.
- Flexible/able to adapt to changing needs, projects and priorities.
- Proficiency in the MS Office suite and Google Workspace.

### **To Apply:**

Please send a cover letter and resume to [careers@kid-museum.org](mailto:careers@kid-museum.org) for consideration.

*Diversity, equity, accessibility and inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.*