

WHATCOM MUSEUM FOUNDATION

JOB DESCRIPTION

JOB TITLE: Museum FIG Associate
DEPARTMENT: Family Interactive Gallery (FIG)
CLASSIFICATION: Hourly (non-exempt),
Part-time / Per-diem (typically 4-20 hours weekly)

JOB SUMMARY:

The Whatcom Museum's Family Interactive Gallery (FIG) provides a fun and interactive learn-through-play experience for visitors of all ages, with a special focus on pre-K youth. The FIG Associate provides a welcoming and memorable visitor experience, interacting directly with children and their caretakers, helping facilitate hands-on play, and sparking creativity in art, music, and science focused activities in a clean, fun, and safe environment.

EXPERIENCE:

Experience working with children in a formal hands-on learning environment is essential. Applied experience or as part of a childhood education degree program is preferred.

SUPERVISORY RELATIONSHIP:

Reports to and receives direction from Whatcom Museum Foundation FIG Supervisor.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Enthusiastically engages in and interacts with visitors of all ages, starting with the initial FIG welcome and continuing throughout creative art and play interactives.
2. Supports educational objectives of Museum/FIG exhibits and programs.
3. Prepares materials and supplies for interactives, studio activities, and workshops.
4. Promotes a welcoming, supportive, and friendly FIG environment during special programming, including birthday parties, summer camps, and field trips.
5. Responsible for following established protocol for opening and closing the FIG.
6. Regularly monitors the FIG gallery and studio to maintain established standards in safety, cleanliness, and organization.

ADDITIONAL WORK PERFORMED:

1. Ability to perform physical activities to include moving, lifting (occasionally up to 30 pounds), pushing, carrying equipment or supplies.
2. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

- Excellent visitor service skills, specific to children and families.
- Be self-directed and able to work with minimal supervision.
- Strong oral communication and interpersonal skills for working with a diverse population, including other employees and Museum patrons.
- Able to handle stressful situations professionally.
- Willing to adhere to Whatcom Museum Foundation employee guidelines.
- Able to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High School diploma or equivalent with applied experience in an education environment, and/or currently in a degree program focused in early childhood education or child development.
- Visitor service experience working directly with children in an educational or professional setting.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass a local police and Washington State Adult/Child Abuse background check prior to hire.
- Willingness and ability to work flexible and/or additional hours, which includes weekends, and may include evenings for special events, and occasionally more hours per week for vacation coverage.