



Museum Floor Staff Job Description

About Us

The Kids 'N' Stuff Children's Museum in Albion, Michigan is seeking Floor staff who will help support this dynamic organization serving the children and families of Mid-Michigan and regionally. Committed to learning through the power of play, our exhibits encourage pretend play, building, exploration, and creativity in an environment where kids and adults can learn together.

Our Mission

Kids 'N' Stuff Children's Museum provides fun, hands-on learning experiences for all children and families through interactive exhibits and programs.

Position Overview: The primary focus of this position is to provide a positive, safe, clean, and fun experience for all visitors at Kids 'N' Stuff Children's Museum. This role directly reports to the Operations Manager.

Salary/Wage: \$11 - \$13 /hr, commensurate with experience

Status: Part-Time, Non-Exempt

Essential Duties and Responsibilities include, but are not limited to:

- Greet and interact with all customers in a friendly and courteous way.
- Collect admissions and responsibly handle all money exchanges
- Inform museum guests of the layout, special events, activities, and exhibits
- Provide a high level of customer service by engaging guests, helping to resolve problems, answering questions, and referring more challenging problems to the staff on duty to ensure a high-quality visitor experience.
- Keep the museum clean, including gift shop, bathrooms, exhibits, and party spaces free of trash and debris
- Support program, birthday party, and special event delivery
- Ability to enforce museums policies and rules
- Participate fully in scheduled staff meetings and trainings

Qualifications & Requirements

- 18 years of age or older
- Moderate to high energy and enthusiastic personality
- Excellent organization and problem-solving skills
- Excellent verbal communication skills
- Self-motivated and flexible
- Experience working with children and families is preferred
- Customer service experience preferred
- Mobility to move freely, bending, and kneeling is required and standing for extended periods of time on a daily basis.
- A high degree of interaction and engagement with others, including children and families
- Must be able to function and thrive in a fast-paced and loud environment with youth
- Able to pass a criminal background check
- Must have weekend availability (shifts will vary but typically fall between 10:00am and 5:00pm)
- Kids 'N' Stuff apron and name tag provided as required uniform.

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to changes at the discretion of the employer.