Fieldtrip & Group Events Coordinator (Full-time)
(Hourly Rate: $18-$20 per hour)

Pretend City Children's Museum is a non-profit organization whose mission is to build better brains through fun, whole body learning experiences and empowers children and their grown-ups to meaningfully connect with and expand their world. Designed as an interactive and hands-on museum, Pretend City Children's Museum provides programming, activities and learning opportunities that are not typically offered in schools or readily accessible within the community.

In line with our goals and mission, we are currently seeking a highly motivated and qualified full-time Fieldtrip & Group Events Coordinator to provide day-to-day administration related to group visits, programs, birthday parties and facility rental, while always providing outstanding customer service.

Essential Functions:

- Maintain the highest standards of friendly, helpful, and responsive customer service always
- Schedules, coordinates, and maintains data base on group visits, programs, schools, birthday parties and community partners
- Coordinates the gathering, analysis, and reporting of measurements
- Assists in all aspect of staffing activities including but not limited to orientation, training, scheduling and staff supervision
- Handles group sales guest issues and provides appropriate resolution
- Coordinates and facilitates distribution and collection of all materials associated with group visits and programs
- Provides guests with directions or other venue information
- Assists in marketing efforts to increase revenue
- Performs additional duties and special projects as assigned
- Works Wednesdays- Sundays

Essential Qualifications:

- Self-motivated with 1-2 years work-related experience
- Associate of Arts Degree or equivalent; 4-year college degree is preferred
- Strong analytical and organizational skills with the ability to deal with numerous priorities simultaneously
- Excellent written and verbal communications, and strong interpersonal skills
- Ability to demonstrate excellent customer service skills
- Ability to analyze alternative courses of action and make recommendations
- Ability to work cooperatively with staff, management, community members and volunteers
- High level of proficiency with Microsoft Office and computer proficiency and experience working with database

Application Procedure:

To be considered for this recruitment, please submit a cover letter, resume, and 3 professional references to jobs@pretendcity.org. The email subject line MUST include the following: Fieldtrip & Group Events Coordinator.

Pretend City Children's Museum is proud to be an equal opportunity employer and is committed to actively seek a diverse pool of qualified candidates. All qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, gender, gender identity or expression (including transgender status), sexual orientation, national origin, ancestry, citizenship status, age, disability or handicap, veteran status, marital status, pregnancy, genetic information, or any other characteristic protected by applicable law.