



Neighborhood North Event Host Job Summary:

Neighborhood North Event Hosts are an important part of the Neighborhood North team. Parties and events are popular activities at the museum, and Event Hosts provide friendly, responsive service to create a fun and welcoming environment for our customers. An Event Host's attitude greatly affects how Neighborhood North as a whole is perceived. The Event Host has five main functions, servicing birthday parties and group events, taking or verifying payment, adhering to the timing schedule, creating gift bags, and ensuring that the Museum's atmosphere is clean, safe and welcoming. This position requires a positive attitude, an approachable demeanor, willingness to go above and beyond, and the desire to make a difference in the community.

Event Hosts report to the Executive Director.

Primary Roles:

- Greet guests and answer questions, providing excellent and enthusiastic customer service
- Ensure a clean and well-maintained museum space.
- Represent the Museum and its values with the highest level of professionalism.

Responsibilities:

- Greet party hosts, answer questions, and ensure that party hosts have all supplies needed
- Ensure all party gifts and belongings have left with the party guest of honor, otherwise, contact party parents when time allows.
- Ensure that all trash and debris are cleared from party zone.
- Perform open and closing tasks to ensure the museum is guest ready
- Performs his or her job in a friendly, courteous manner at all times.
- Promptly informs Director of any and all customer complaints or comments.
- Informs Director immediately of product shortages.
- Performs other related duties as assigned by the Manger.
- Address thank you note to birthday guest of honor after party has concluded

Qualifications:

- Must be willing to work evenings and weekends.
- Interest in working with children and families, and as a member of a team.
- Ability to provide excellent customer service to Museum visitors.
- Be self-motivated and flexible.

- Must be able to communicate clearly with Director and especially with customers.
- Perform physical/mental demands in the work environment required for this position.

This non-exempt part-time position typically ranges between 8-10 hours per week. This position is not eligible for benefits, PTO or holiday pay. This position is eligible for overtime.

Interested candidate may complete application below and send to christine@neighborhoodnorth.com.

JOB APPLICATION

Neighborhood North Museum of Play

716 14th Street, Beaver Falls, PA 15010

724.601.5686

Neighborhood North Museum of Play is an equal opportunity employer. This application will not be used for limiting or excluding any applicant from consideration for employment on a basis prohibited by local, state, or federal law. Should an applicant need reasonable accommodation in the application process, he or she should contact a company representative.

Please fill out all of the sections below:

Applicant Information

Applicant Name: _____

Address: _____

City, State and Zip

Code: _____

Telephone Number: _____

Email Address: _____

Date of Application: _____

Employment Position

Position(s) applying for: _____

How did you hear about this position? _____

What days are you available to work? _____

What hours or shift are you available for work? _____

If needed, are you available to work overtime? _____

On what day can you start working if you are hired? _____

Do you have reliable transportation to and from work? _____

Salary desired: _____

Personal Information

Have you ever applied to or worked for Neighborhood North Museum of Play before? Yes No

If yes, when?

Do you have any friends, relatives, or acquaintances working for Neighborhood North Museum of Play? Yes No
If yes, state name & relationship:

Are you 18 years of age or older? Yes No

Are you a U.S. citizen or approved to work in the United States? Yes No

What document can you provide as proof of citizenship or legal status?

Do you have any condition which would require job accommodations? Yes No

If yes, please describe accommodations required below.

Have you ever been convicted of a criminal offense (felony or misdemeanor)? Yes No

If yes, please state the nature of the crime(s), when and where convicted and disposition of the case:

(Note: No applicant will be denied employment solely on the grounds of conviction of a criminal offense. The date of the offense, including any significant details that affect the description of the event, and the surrounding circumstances and the relevance of the offense to the position(s) applied for may, however, be considered.)