

## **Party Associate**

### The Children's Museum of Atlanta

**The Children's Museum of Atlanta is looking for a dynamic customer service superstar. Are you able to see the world through the eyes of a child? Do you have a desire to make a child's birthday be the best birthday ever? Then send a cover letter and resume to [jobs@childrensmuseumatlanta.org](mailto:jobs@childrensmuseumatlanta.org) .**

**Reports to:** Assistant Director of Guest Experience

**Position Status:** Hourly/Part Time/ Non-Exempt

**Primary Role:** Coordinates all aspects of Museum parties and party host schedules

#### **Responsibilities:**

1. Coordinates schedules and provides training for Party Hosts
2. Acts as party greeter and host
3. Provides party room tours when available
4. Updates party room décor with manager approval
5. Handles follow up party calls and obtains final party payment
6. Collects and enters data into reservation system
7. Coordinates all logistics and customer satisfaction for parties
8. Maintains and orders all party consumables and supplies
9. Presents a positive, energetic demeanor externally to members, guests and internally to staff
10. Maintains party inventory
11. Other duties as assigned

#### **Skills:**

Excellent customer service skills  
Positive and pleasant attitude  
Proficient in Microsoft Office suite  
Knowledge of reservation or ticketing system  
Works well under pressure  
Self-motivated  
Ability to multi-task  
Detail oriented  
Experience with database entry

#### **Education:**

High School Diploma or Equivalent

#### **Experience:**

Two years customer service experience

#### **Schedule:**

Friday, Saturday, Sunday, Tuesday and holidays