

ART AND INNOVATION LAB STAFF

Part time, Hourly, Non-Exempt
Reports to: Visitor Services Manager
Evening/weekend Availability: Required

DESCRIPTION

The Children's Museum of Memphis (CMOM) creates memorable learning experiences through the joy of learning through play in hands-on exhibits and programs. Art Lab Staff play a key role in this mission by inspiring creativity and encouraging artistic expression in our guests.

Art Lab Staff support the day-to-day operations of the Art and Innovation Lab by facilitating art projects, guiding children through creative activities, and sharing knowledge of art techniques and materials. They engage with guests of all ages, model artistic exploration and imaginative play, and help maintain a welcoming environment.

Team members are also responsible for resetting materials, cleaning shared spaces, and ensuring the lab remains safe and ready for all visitors. This position is perfect for individuals who enjoy working with children and families in a creative, high-energy setting.

RESPONSIBILITIES

UNDERSTANDING PLAY AND CHILD DEVELOPMENT

1. Support CMOM's mission by engaging guests in play-based, art-focused activities that foster creativity and learning.
2. Facilitate meaningful interactions through warm greetings, open-ended questions, and hands-on demonstrations and assistance with projects as needed.
3. Encourage exploration of the Art Lab by guiding visitors through activities and nurturing creative expression.
4. Attend ongoing training in the arts provided by the museum.

ACTIVITY FACILITATION

1. Assist in delivering daily art programming in the Art Lab, including hands-on projects, guided activities, and free play.
2. Communicate Art Lab activity details and project instructions to guests in a clear and engaging way.
3. Make announcements, gather audiences, introduce art activities, explain materials and techniques, and model creative engagement.
4. Modify art projects to suit different age groups and skill levels, ensuring all guests can participate and enjoy a meaningful experience.
5. Help facilitate special art-related events, ensuring all materials are prepared and guests remain fully engaged.
6. Collaborate with team members to ensure a positive learning environment for guests.

CUSTOMER SERVICE/COMMUNITY ENGAGEMENT

1. Welcome guests, maintaining a professional pleasant, and patient demeanor
2. Respond to guest inquiries with warmth and ensure a positive visitor experience.
3. Ensure customer satisfaction, within the framework of policies and procedures required by the museum.
4. Gather informal feedback from visitors about their art experiences, using insights to help improve and refine future programs and activities.

ORGANIZATION AND CLEANLINESS

1. Reset Art Lab workstations, replenish supplies, and ensure materials are properly stored between activities.
2. Clean and sanitize shared materials and workstations between sessions to maintain a safe and hygienic environment.
3. Assist in maintaining a clean, organized, and welcoming Art Lab during busy periods.

OTHER DUTIES

1. Perform other duties as necessary or assigned.

QUALIFICATIONS

EDUCATION AND EXPERIENCE

1. High school diploma or equivalent preferred.
2. Experience working with children or in customer service is a plus.
3. Passion for art, education, or child development strongly preferred

ADDITIONAL REQUIREMENTS AND SKILLS

1. Clear and concise communication skills in the English language.
2. Flexibility to work weekends, holidays, and in crowded environments
3. Ability to stand for extended periods and perform light physical tasks.
4. Positive attitude, attention to detail, and the ability to work independently or as part of a team.
5. Exhibit a welcoming and enthusiastic attitude.
6. Work collaboratively to support Art Lab programs and maintain a positive visitor experience.
7. Multitask effectively to meet the demands of busy periods.

The Children's Museum of Memphis is committed to reflecting and representing the diverse communities we serve and ensuring that the specific needs of children in the Memphis Metro Area and beyond are met in every aspect of our organization. The Museum is dedicated to fostering an inclusive environment of understanding and respect for all staff and visitors, and to fulfilling our mission through the principles of diversity, equity, and inclusion.

The Children's Museum of Memphis is an Equal Opportunity Employer