

Position: Event Facilitator

Type: Part-Time (primarily Saturdays, Sundays, and select event evenings)

Location: Sacramento Children's Museum

Pay Rate: \$19 - \$21/hr

About the Role

We are seeking an energetic, organized, and community-minded **Event Facilitator** to ensure vibrant, seamless, and memorable special events for children and families. In this role, you will manage logistics for birthday parties and seasonal events, and provide front desk support. The Event Facilitator plays an important role in museum operations.

Key Responsibilities

- **Event & Party Logistics**
 - Coordinate setup, execution, and teardown for weekend birthday parties and museum special events.
 - Coordinate with vendors, entertainers, and host families to ensure smooth scheduling and guest satisfaction.
 - Lead staff and volunteer assignments during large-scale events.
 - Maintain accurate event attendance records and update the database system.
- **Front Desk Support**
 - Check in guests during regular open hours and museum events.
 - Open and close the register.
 - Sell tickets, memberships, and store merchandise.
- **Customer Service**
 - Provide excellent customer service and prioritize the guest experience.
 - Communicate effectively with staff, guests, vendors, and volunteers.

Qualifications & Skills

- **Experience:** 1–2 years of experience in guest services, event coordination, or museum/attraction environments. Cashier experience preferred.
- **Coordination:** Demonstrated ability to coordinate event logistics. Experience working with volunteers preferred.
- **Customer Service:** Strong communication and problem-solving skills with a patient, welcoming demeanor.
- **Flexibility:** Must have non-negotiable availability on Saturdays, Sundays, and occasional weekday evening events.
- **Requirements:** Ability to stand, walk, and move actively for long periods; LiveScan fingerprinting and CPR/First Aid certification required (training provided).

Perks & Benefits

- Museum membership with reciprocal benefits.

- Fun, creative, and play-focused work environment.
- Professional development opportunities in museum operations and event management.
- Healthcare reimbursement benefit
- Paid sick leave

How to Apply

Submit your resume info@sackids.org with “Event Facilitator” in the subject line. Applications are reviewed on a rolling basis.