

# Event Representative

## **Job Description**

At The Children's Museum of the Brazos Valley (CMBV), we strive to provide a child-centered, hands-on, interactive environment that cultivates the curiosity to learn and discover. We believe that a team of talented, passionate staff is the key to achieving this goal. CMBV is always looking for others that share the energy, enthusiasm, and drive for impacting our community.

Our Event Representative is responsible for any community or museum events day-of, birthday parties, and Discovery Days. Event Heads are expected to handle any issues that may arise during community or museum events and are responsible for making sure all Discovery Days and Birthday Parties are fully planned and ready to host.

## **Essential Functions:**

- Confirm all Discovery Days & Birthday Parties
- Attend all community and museum hosted events - handle and issues that may arise
- Complete any preparations needed for Birthday Parties

## **General Qualifications:**

The following skills are necessary to meet the requirements of the EPA position:

- Teamwork
- Balancing of team and individual responsibilities
- Flexibility in working environment
- Problem Solving - quickly analyze a situation and come to a logical solution
- Organizational Skills - ability to see an organization system and follow it with little difficult
- Hospitable & Interpersonal Skills - professional attitude and behavior, ability to leave the "mess at the door"
- Computer Skills - ability to use POS, Google Workspace apps, and any other needed project management software
- Ability to lift and move 25 lbs at one time
- Ability to move and bend to retrieve items from the ground

*The above statements are intended to describe the general nature of work performed by the Educational Program Assistant. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time. The Children's Museum of Brazos Valley is an equal opportunity employer.*