



Floor & Weekend Manager

Position Description

The Floor Manager assists in the daily operations of the Museum by keeping the public areas, including all exhibits, organized and stocked to ensure an excellent customer experience. This position manages floor staff and volunteers by assigning and supervising daily tasks. In addition, on Saturdays and First Fridays of each month, this position will manage and supervise all Museum operations. The Floor Manager is a first responder to emergencies, injuries, and customer service issues.

Reports to: Operations Director

Position Status: Non-exempt

Schedule: This position is Tuesday – Saturday.

Tuesdays – Fridays 11:30am-5:30pm

Saturdays 8:30am-5:30pm

First Fridays of each month 2:30pm-8:30pm

Roles and Responsibilities

- Review the daily schedule for field trips, birthday parties, special groups, activities, meeting and room rentals scheduled for the day, and ensure all staff and volunteers on the exhibit floor are aware of the day's events.
- Supervise staff and volunteers while they are working on the exhibit floor ensuring that they have assignments and are following Museum practices.
- Notify the Operations Director of any needed repairs on the exhibit floor.
- Work with Operations Director to keep the exhibit floor in a safe and working order.
- Maintain a schedule of exhibit prop cleanings and switch-outs.
- Serve as a first responder to emergencies, injuries, and customer service issues.
- Maintain cleanliness of all Museum areas, including restrooms, party rooms, Play Plaza, patio, and parking lot.
- Keep the facility rental rooms and supplies organized.
- Wear a Museum issued radio and respond promptly to all calls.
- Work with Front Desk Admissions staff as assigned including coverage of front desk as needed.
- Assist with the set-up and clean-up of special events or meetings.
- Close the Museum floor each day by tidying each exhibit, stocking supplies, and checking and locking all doors.

Qualifications

The employee will be able to:

- Interact with all customers in a friendly, positive, and helpful manner
- Handle emergency situations with calm and ease.
- Solve problems effectively.
- Learn and operate “point of sale” admissions software.
- Follow guidelines for cleaning up after children’s accidents.

Physical Requirements

- Ability to stand, stoop, reach and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects.
- Ability to walk and stand for extended periods of time.
- Ability to lift 25 lbs.
- Ability to work with cleaning products.

To apply, email a letter of interest and resume to Gabrielle Howell at ghowell@gcmuseum.com.

Final candidates will be asked to give written permission for the Museum to conduct a criminal background check.