



Birthday Party Coordinator (Part-time)

Remember the excitement of birthdays when you were a kid? Make that magic happen every day as the Birthday Party Coordinator at the Children's Museum of Manhattan! With five dynamic floors of hands-on learning spaces designed to engage children and families, the Museum offers a truly unique party space for children ages 1-8. The Museum's Birthday Party Coordinator is the go-to person for parties at the Museum: highly organized and energetic, with great people skills, who genuinely enjoys working with families and making sure children have the best birthday experience possible. The ideal candidate will think creatively about how to make each and every birthday party a magical experience, and be able to make their ideas a reality.

What you'll do:

- Meet with clients to plan all aspects of their party experience.
- Design new party themes based on exhibits at the Museum.
- Hire, train, and manage a cohort of energetic part-time party leaders.
- Collaborate with the Communications Department to market birthday parties at the Museum.
- Book all birthday parties at the Museum and oversee the monthly birthday party schedule.
- Oversee payroll for the birthday party department.
- Order party supplies, favors and paper goods, and refreshments.
- Other responsibilities as needed.

Apply if:

- You have genuine energy and enthusiasm for event planning and design.
- You think creatively and outside the box, and can make your ideas a reality.
- You consider yourself to be an entertainer, have experience in theatre, lead camp groups, and/or worked in catering or events.
- You are exceptionally organized—doing multiple things at once is a breeze.
- You listen to others, collaborate and are a great team leader.
- You enjoy engaging with children and their families.
- You are an effective communicator in-person, over the phone, and in writing.
- You have your Bachelor's degree and can use Microsoft Word, Outlook, and Excel effectively.
- You are available 3-4 days a week 9:30am-5:30pm (up to 29 hours). Work days are flexible, but one weekend day is required.
- Hourly rate: \$20

Think you are a great fit?

Email your resume and a cover letter to Leslie Bushara, Deputy Director of Education and Guest Services lbushara@cmom.org