

GREENHILL

CENTER FOR NORTH CAROLINA ART

PRIVATE BIRTHDAY PARTY FACILITATOR

Position Summary

Birthday Party facilitators provide birthday party guests with a safe, fun and unique art experience. Private Birthday parties are held on Thursdays and Fridays from 5 - 7PM, Saturdays from 10AM —12PM and 5 - 7PM, and Sundays from 2 - 4PM and 5 - 7PM. Party facilitators may sign up for as many or as few parties based on personal commitments and schedules. Party facilitator must plan to come at least one hour prior to party start time and stay at least 30 minutes after.

Reports to: Art Educator

Status: Contracted Service

Key Areas of Direct Responsibility

- Communicating with parent or caretaker prior to party via phone or email
- Prepping materials for art activities
- Set up before and clean up after party
- Helping parents/caretakers with set up
- Guiding group activities in a timely manner
- Maintaining the party schedule

Qualifications:

- Energetic
- Organized
- Outstanding customer service skills
- Experience with teaching children ages 2-12 years old

Physical Requirements:

- Stand or walk 2-4 hours at one time, up to 6 hours per day; sit for 2-4 hours at one time, up to 6 hours per day
- Lift or carry up to 50 pounds occasionally; lift or carry up to 10 pounds frequently
- Frequently use hands for simple grasping, fine manipulation, pushing or pulling (34-66% of the workday)

- Occasionally bend, squat, reach overhead, kneel, climb ladders up to 12 feet high, lift overhead, weld, push or pull with forces up to 50 pounds (less than 33% of the work day)

To Apply

Applications are accepted on a continuous basis. Send resume to Jaymie Meyer, Director of Education at jaymie.meyer@greenhillnc.org. No phone calls will be accepted.

About GreenHill

GreenHill, located in Downtown Greensboro, is a nonprofit visual art center with the vital mission to support and advocate for the art and artists of our home state, North Carolina. At GreenHill professional artists have meaningful opportunities throughout their careers to participate in a wide range of exhibitions. We provide economic support to artists through the sale of their art in our world-class galleries. Novice artists, from toddlers and young students to lifelong learners, can learn and stretch their creative muscles through our studio-based educational programs.

Diversity & Inclusion

GreenHill is an equal opportunity employer and believes that diversity and inclusion are essential to fulfilling our mission; we value the perspectives and contributions of all people. GreenHill is committed to being a community that welcomes and respects everyone regardless of age, ability, ethnicity, race, religion, philosophical or political beliefs, sexual orientation, gender identity or expression, nationality, geographic origin, and socioeconomic status.

To learn more, go to www.GreenHillNC.org