

## Summer 2025: Summer Programs Assistant

### THE MUSEUM

The mission of [The National Museum of Toys and Miniatures](#) is to educate, inspire, and delight people of all ages by collecting, displaying, and interpreting toys and miniatures that illuminate diverse narratives and cultural heritage. The Museum, located in Kansas City, Missouri, contains the world's largest collection of fine-scale miniatures and an expansive collection of historically significant toys from the late seventeenth century to the present.

### POSITION

Summer Programs Assistant

### COMPENSATION

\$18/hour; up to 270 hours

### TIME COMMITMENT

- April 2025: 10 hours total
  - Hybrid schedule, primarily remote with minimal on-site collaboration.
- May 1–23, 2025: 10 hours total
  - Hybrid schedule, primarily remote with minimal on-site collaboration.
- May 28–30, 2025: 18 hours
  - Required on-site work for all hours.
- June 2–August 1, 2025: 22-28 hours/week
  - Required on-site work for all hours.

### WEEKLY SCHEDULE

- **Required dates:**
  - May 28, 29, 30, 2025: 10:00am–4:30pm
  - June 21, 2025: 12:30–4:00pm
  - July 14–18, 2025: 10:00am–4:30pm
  - July 26, 2025: 12:30–4:00pm
- Mondays (July only): 12:30–4:30pm
- Tuesdays – Fridays (June and July): 10:00am–4:30pm

The rest of the hours will be arranged in conversation with the supervisor.

## **DUTIES/RESPONSIBILITIES**

The Summer Programs Assistant will work with the Museum's Learning and Engagement team to help plan and facilitate the Museum's summer programming for children and families, including summer camp and drop-in activities. Prior to May 28, the Summer Programs Assistant will focus on logistical and content-based development for summer programs at the Museum, which may be done. The Summer Programs Assistant must feel confident interacting with visitors of all ages and speaking in public.

## **PHYSICAL REQUIREMENTS**

- Ability to sit, stand, and walk for extended periods.
- Requires frequent bending, kneeling, and lifting up to 30lbs unassisted.

## **SUPERVISOR**

Museum Educator, K-12 and Family Programs

## **QUALIFICATIONS**

Ideal applicants will have at least three years of professional experience working with K-12 audiences and a bachelor's degree. Candidates must have strong interpersonal skills and have demonstrated experience of public speaking and working with the public, especially children and families. Preference will be given to those who demonstrate the ability to be a self-starter with high professionalism, have exemplary problem-solving skills, and work well in a collaborative team environment. Current or former K-12 educators are especially encouraged to apply.

Provide a cover letter, resume, and names/contact information for three references (at least one employer reference) by **Friday, February 28, 2025**, for priority consideration. Cover letter MUST state, "I am available to work the required dates."

Please email application materials to: Faith Ordonio, Museum Educator, K-12 and Family Programs at [faithordonio@toyandminiaturemuseum.org](mailto:faithordonio@toyandminiaturemuseum.org).