



Visit our website: sparkdallas.org

Mission: To ignite the spark of creativity inherent in all children.

Job Description: Guest Creativity Manager

Reports to: Director of Programs

Compensation: \$15.00 /hour part-time

Position Summary: Works directly with the public during open hours and special events in a variety of ways. Guest Creativity Manager is responsible for overseeing venue staff, facility and visitors to SPARK! When on duty, the GCM is the person ultimately responsible for the building and the people in and around it. GCM deals with complex procedures as well as secure and sensitive information. GCM is, at times, the most knowledgeable person in the building regarding operations. The GCM, directly and indirectly, supervises the entire on-duty staff during their shift.

Job Responsibilities:

- Able to commit to working weekends and holidays
- Manage, assign tasks, and supervise staff during shifts, training as needed
- Maintain accurate accounting from Point of Sale transactions
- Support fundraising/donation efforts
- Demonstrate good judgment in difficult and complicated management situations
- Ability to maintain an appropriate, dispassionate demeanor in emergencies, difficult customer interactions, and interactions with personnel
- Proficient in job responsibilities for all SPARK! weekend staff positions
- Share the mission and future of SPARK! with all guests and have a strong knowledge of SPARK! history
- Oversee activities to ensure all guests are safe and not harming the SPARK! environment or equipment
- Manage customer relations and engage with guests
- Oversee all special events and birthday parties to ensure they are running smoothly
- Set up for the day and closing duties
- Maintaining awareness of all events, special programs, discounts, performances, etc. happening at SPARK! and communicating the information to staff on duty
- Other duties as assigned

Qualifications:

- Must be able to lift 25 pounds
- Must possess strong interpersonal communication skills to talk with visitors
- Teamwork oriented and creative thinker
- Able to handle an ever-changing environment
- Self-motivated
- Spanish is a plus
- Must possess a valid driver's license and must be eligible to work in the U.S.
- Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

To apply, please send part-time employment application or resumé to: careers@sparkdallas.org. No phone calls please.