



## Weekend Staff Creative Team

**Reports to:** Lead Creative Instructor

**Position Summary:** Works directly with the public during open hours and special events in a variety of ways. Responsible for the safety, security, and cleanliness of SPARK! facility. The monitors report to the Manager on Duty (MOD) during their shift.

### **Job Responsibilities:**

- Able to commit to working weekends
- Continually canvassing the lower level ensuring the facility is operating as designed
- Communicate any facility related issues to MOD
- Oversee activities to ensure all guests are safe and not harming the SPARK! environment or equipment
- Know and understand the emergency procedures
- Able to use good judgment in difficult and complicated situations
- Ability to serve as a positive representative of SPARK!
- Seek out other duties, as time permits, from MOD
- Share the mission and future of SPARK! with all guests
- Have a strong knowledge of SPARK! history
- Engage with guests and assist as needed
- Set up for the day as needed
- Cleanup at closing

### **Qualifications:**

- 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.
- Teamwork oriented
- Excellent customer service skills
- Creative thinker
- Able to handle an ever changing environment
- Self motivated
- Spanish is a plus
- Must possess strong interpersonal communication skills to talk with visitors
- Must possess a valid driver's license.
- Must be eligible to work in the U.S.

*This job description is not all-inclusive and subject to change without prior written and verbal notification.*

Please send cover letter & resume to: [careers@sparkdallas.org](mailto:careers@sparkdallas.org)