

## **Playmaker Job Description and Requirements**

### **Playmaker duties**

Playmakers carry out an exciting and important role at the Playeum's [Children's Centre of Creativity](#). As the 'face' of the Centre, the role includes the following duties:

- Meet and greet families, schools and other groups, welcoming them to the space, and briefing them on their visit and the various spaces and activities that they will encounter;
- Facilitate the experiences of children aged between 1 - 12 within the Centre's spaces, specifically to enable and ignite their creativity, experimentation, open-ended learning and enjoyment;
- Respond meaningfully to the children's behaviour and ideas by providing provocations, encouragement, tools and other resources to sustain and deepen their creativity and learning experience;
- Run or assist with creative workshops with schools and other groups;
- Assist with programmes, including Tinkering Sundays, Art Jams, holiday camps, and other special activities which run at the Centre;
- Facilitate birthday parties and other special celebrations, ensuring a positive, creative and fun experience for the group;
- Assist with the smooth-running operations of the Centre, including its opening and closing, managing capacity and communications relating to this, reception duties, dealing with enquiries, and providing a high quality level of visitor services generally;
- Ensure that adults (parents, teachers) feel welcomed to the space, engaging them in conversation about Playeum, its pedagogy and activities;
- Assist with the maintenance and preparation of materials and resources as required;
- (If no groups in the space) Assistance with back office duties, including answering enquiries and other duties as required.

### **Requirements for potential candidates**

Essential:

- Experience of working with children in an educational, arts or visitor-focused environment;
- A passion for igniting children's play and creativity;
- A flexible, can-do approach with willingness to experiment and play;
- An interest in the creative industries, such as visual and performing arts, product design, technology etc.

Desirable:

- A qualification in Early Childhood Education or the Arts;
- Excellent presentation skills;
- Experience of facilitating creative activities.

**Other information:**

- Playmaker half-day shifts are generally 9.30am – 2pm, or 2pm – 6.30pm, and Day shifts are generally 9.30am – 6.30pm, with an hour's break.
- The position is freelance and part-time. We will prioritise potential Playmakers who are available at the weekends, though we may also require assistance in the week.
- We schedule according to availability, on a monthly basis.
- All Playmakers must commit to working a minimum of 2 x weekend half day shifts per month.

**Application:**

Please send a covering letter and your resume to Imran Mohamad at [imran@playeum.com](mailto:imran@playeum.com). Please also state your general availability, including at weekends. For questions, you can call the Playeum office at 6262 0750.

Thank you for your interest!