



**Long Island Children's Museum**

**LONG ISLAND CHILDREN'S MUSEUM  
POSITION DESCRIPTION**

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**TITLE:** Operations Associate

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**DEPARTMENT:** VSS

**FLSA:** Non-Exempt

**PREPARED:** 1/13/2026

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**JOB SUMMARY:**

The Operations Associate assists Long Island Children's Museum employees with day-to-day operations adjustments to the museum for events, rentals or new programs and exhibits.

**DUTIES AND RESPONSIBILITIES:**

- Assisting in the setup and clean up of events including but not limited to moving tables and chairs.
- Assisting in the cleaning and maintenance of the Museum, and the Carousel facility, including its components and spaces. This includes removal of trash, boxes, sweeping, vacuuming and mopping.

**SUPERVISION:**

**Received:** Museum Operations Staff based on event

**Given:** None

**MINIMUM QUALIFICATIONS:**

**Education:** High School Diploma or equivalent.

**Experience:**

- Prior experience working around Children and Families required
- Experience in event setup preferred
- Experience in cultural institutions preferred
- Experience with facility maintenance and cleaning a plus

**Required Skills:**

- Must be able to stand for long periods of time
- Must be able to lift 50 pounds
- Must be able to use basic hand tools



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**WORKING CONDITIONS:**

**Environment:** Indoor

**Working Hours:**

- Per Diem
- On-Site
- Nights and Weekends primarily, weekdays as needed.

**Use of Equipment:** Basic hand tools

**Travel:** None

**COMPENSATION/BENEFITS:**

- **Hourly Rate:** Determined by event- starting at \$17/hour

To perform this job successfully an individual must be able to perform each essential duty and responsibility satisfactorily. The Long Island Children's Museum is an Equal Opportunity Employer. The requirements listed above are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.