



Birthday Party Facilitator

Status: Contract / Casual

Position Summary

The Birthday Party Facilitator delivers engaging, hands-on art experiences for children's birthday parties at the Orillia Museum of Art & History (OMAH). Facilitators are responsible for preparing the studio by setting up tables and chairs, preparing and leading guided art activities, adapting lesson plans as needed, completing facilities and materials checklists, and supervising the party during the one-hour free play portion of the party.

Responsibilities

Before the Party

- Operations Coordinator will provide the requirements for the birthday party booking. Review the booking expectations.
- Review the lesson plan and slideshow or prepare/adapt materials as required for the selected birthday package. Preparation time is completed separately from party setup and applies only to packages that include lesson preparation.
- If you are required to design the art making activity, this will be communicated to you and reflected in your facilitator agreement, otherwise:.
- Arrive one hour prior to the scheduled party time.
- Set up the studio, including tables, chairs, and all required art materials.

During the Party

- Welcome participants and ensure an inclusive environment.
- Lead a guided art lesson appropriate for the age group.
- Encourage creativity while providing clear, step-by-step instruction.
- Adapt instruction to suit participants' abilities, learning styles, and group dynamics.
- Maintain a safe, organized, and welcoming studio throughout the program.

- Supervise the group during the one-hour free-play portion of the party, remaining available to participants and caregivers as needed. Facilitators are not expected to provide additional structured programming during this time and may begin tidying art materials and workspaces while continuing to monitor the group.

After the Party

- Reset the party area and any workspaces used during the program, including wiping tables/work surfaces, returning materials and equipment to their designated storage locations, disposing of garbage, and sweeping or spot-cleaning as required.
- Return all materials to their proper storage locations.
- Complete provided checklists - materials and facilities. Submit forms to Operations Coordinator or designate.

Lesson Preparation

Depending on the birthday package booked, Facilitators may be required to:

- Teach an existing OMAH lesson using museum-provided materials and slide deck .
- Adapt an existing lesson plan and slide deck, to suit a requested birthday theme.
- Develop or significantly customize lesson content, instructional materials, and/or slide deck when requested by OMAH.
- The slide deck will then be approved or sent back with edits/comments.

Preparation expectations and compensation vary depending on the birthday package selected.

Qualifications

- Experience teaching art to children.
- Strong communication and classroom management skills.
- Friendly, patient, flexible, and adaptable.
- Experience working with children with a variety of learning styles, abilities, and support needs.
- Ability to modify activities to ensure an accessible and inclusive experience for all participants.
- Organized, punctual, and reliable.
- Comfortable working independently while representing OMAH professionally.
- Early Childhood Education (ECE), Child and Youth Care (CYC), Youth Care Worker (YCW), Social Service Worker (SSW), Ontario Certified Teacher (OCT), or equivalent experience is considered an asset.
- A current Criminal Record Check with Vulnerable Sector Screening is required.

Physical Requirements

- Ability to set up and take down the studio before and after birthday parties.
- Ability to lift and carry art supplies, tables, chairs, and other program materials.
- Ability to bend, reach, stand, and move throughout the duration of the program.
- Comfortable working in an active and inclusive children's program environment.

Application Process:

The Orillia Museum of Art & History (OMAH) is an equal opportunity employer and encourages applications from qualified candidates from visible minority groups, women, Indigenous persons, persons with disabilities, persons across the spectrum of gender identities, and others with the skills and knowledge to productively engage with diverse communities. Should you require accommodation during the interview process, please let us know so we can accommodate your needs.

If you are interested in applying for this position, please email a personalized cover letter and resume in confidence to Ninette Gyorody, Executive Director at executivedirector@orilliamuseum.org. Subject line: Birthday Party Facilitator

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