



Birthday Party Host

Department: Guest Experience & Events

Reports To: Operations Supervisor / General Manager

Location: The Artsnasium® – Arlington, Texas

Employment Type: Part-Time

Schedule: Primarily Fridays, Saturdays, evenings, holidays, and other peak party periods as scheduled

Position Summary

The **Birthday Party Host** creates fun, organized, memorable birthday celebrations for children and families at The Artsnasium®.

From welcoming the birthday Creator and their guests to coordinating activities, serving refreshments, managing the party timeline, and handling cleanup, the Birthday Party Host serves as the family's primary point of contact throughout their celebration.

This position requires someone who is energetic, organized, outgoing, attentive, and comfortable taking the lead in a room full of excited children and families.

Our goal is simple: **the family celebrates—we handle the experience.**

Key Responsibilities

Party Preparation

- Review scheduled parties, guest counts, packages, special requests, and applicable add-ons before each event.
- Prepare and inspect the designated Party Room before guests arrive.
- Set up tables, chairs, decorations, party supplies, and other included materials according to Artsnasium standards.
- Coordinate with management and other team members to ensure scheduled party experiences are ready.
- Confirm that the party space is clean, organized, safe, and guest-ready.
- Welcome the birthday family and explain the celebration schedule and experience.

Hosting the Celebration

- Serve as the primary Artsnasium host for assigned birthday parties.
- Give special recognition and attention to the **Birthday Creator** throughout the celebration.
- Welcome party guests with enthusiasm and provide directions or instructions as needed.
- Keep the celebration moving according to the established party timeline.
- Lead or facilitate approved party activities, games, celebrations, and special moments.
- Coordinate transitions between Creative Adventure Zones, the Party Room, and other scheduled experiences.
- Assist with cake, food, beverages, gifts, and other party elements included in the family's package.
- Lead the group through birthday celebrations, including the birthday song and other Artsnasium traditions.
- Help create opportunities for memorable photos and special moments.
- Maintain an energetic and celebratory atmosphere while keeping the experience organized.

Guest Experience

- Provide friendly, attentive, and professional service to children and adults.
- Anticipate reasonable family needs and respond promptly to requests.
- Answer questions about The Artsnasium and direct questions outside the host's responsibility to appropriate leadership.
- Communicate with parents or guardians throughout the celebration to help ensure expectations are being met.
- Address minor guest concerns and promptly involve an Operations Supervisor or General Manager when additional assistance is needed.
- Never promise upgrades, refunds, discounts, complimentary services, or package changes without management authorization.

Safety & Supervision

- Maintain awareness of children and guests throughout assigned party activities.
- Communicate and enforce applicable Artsnasium safety rules in a positive and professional manner.
- Maintain appropriate professional boundaries when interacting with children.
- Immediately report injuries, incidents, hazards, missing children, behavioral concerns, or other safety issues to management.
- Follow all emergency, sanitation, food-handling, child-protection, and facility procedures applicable to the position.
- Work collaboratively with Creative Coaches and operations staff when party guests are participating in Creative Adventure Zones.

Reset & Cleanup

- Clear tables and properly dispose of trash following celebrations.
- Clean and sanitize party surfaces and approved equipment.
- Return furniture, supplies, and reusable materials to designated locations.
- Restock party supplies as needed.
- Inspect the Party Room for lost items, damage, or maintenance concerns.
- Reset the room promptly so it is fully prepared for the next celebration.
- Notify management of supply shortages or facility concerns.

Team Responsibilities

- Work collaboratively with Creative Coaches, Operations Supervisors, management, and other Birthday Party Hosts.
- Assist with general guest experience and facility operations between assigned parties as needed.
- Participate in required training, meetings, and special events.
- Maintain Artsnasium appearance, uniform, attendance, and professionalism standards.
- Perform other duties necessary to support successful events and operations.

Qualifications

- High school diploma or equivalent preferred.
- Must meet all minimum age requirements established by The Artsnasium and applicable law.
- Previous experience in birthday parties, events, hospitality, restaurants, attractions, recreation, childcare, youth programs, entertainment, or customer service is preferred but not required.
- Comfortable interacting with children and families.
- Energetic, outgoing, friendly, and professional personality.
- Strong communication, organization, and time-management skills.
- Ability to confidently lead groups and make announcements.
- Ability to manage several tasks while maintaining a positive guest experience.
- Ability to remain calm and professional in a fast-paced environment.
- Dependable attendance and punctuality are essential.
- Must successfully complete all required background screening, training, and employment requirements.

Physical & Work Requirements

Birthday Party Hosts are active throughout their shifts and may stand or walk for extended periods.

The position may involve bending, reaching, decorating, cleaning, carrying party supplies, rearranging lightweight furniture, and assisting with event setup and breakdown.

Birthday Party Hosts should be comfortable working in an energetic environment with music, celebrations, excited children, and varying noise levels.

Reasonable accommodations may be provided in accordance with applicable law.

What We're Looking For

A great Birthday Party Host understands that while they may host several celebrations each week, **this may be one of the most important days of the year for the child standing in front of them.**

Every Birthday Creator should feel noticed, celebrated, and special.

We're looking for team members who demonstrate:

Energy • Hospitality • Organization • Creativity • Patience • Safety • Professionalism • Celebration

Birthday Party Hosts should be ready to smile, lead, solve problems, engage families, and create memorable moments from the first **“Welcome!”** to the final **“Happy Birthday!”**

Our Party Philosophy

You celebrate. We create the experience.

Our Mission

To inspire children and families through hands-on creative experiences that cultivate imagination, confidence, learning, and joyful exploration in a safe, welcoming environment.

The Artsnasium®

Where Creativity Comes to Play.

**Every Child Is Creative.*