



Job Description "Dinosaur Educator"



+ Company Overview

Billings Productions, Inc. (BPI) is a world leader in animatronic dinosaurs and other large animatronic creatures. We are dedicated to creating partnerships with our clients to create amazing exhibit pieces. After 19 years of sending our creations all over the world, we have now opened our doors to the public to share our passion with the world. We invite the public to take a tour of our production warehouse and learn about Billings Productions, animatronics, and dinosaurs. We have a large event space for those to visit, a gift shop, and we routinely host birthday parties and other events!

+ Dinosaur Educator Overview

Dinosaur Educators are apart of our Museum Department and are responsible for conducting tours to small and large groups, assisting with special events, and supporting the retail side of BPI. Dinosaur Educators lead groups of guests through our facility, educating about the history of the company, the animatronics, and dinosaurs. Groups mainly consist of elementary-aged children with adult chaperones, but occasionally we have only adult groups. In addition, Dinosaur Educators are the face of the company and are responsible for leading birthday parties and other events held in our event space for a variety of clientele.

+ Education, Requirements, Qualities, Skills

- Located in **Allen, TX**. Must be able to commute or relocate
- High School diploma required or equivalent
- Must be fluent in English
- Must be able to work 2-4 days a week, 8 hour shifts. (9:00 AM - 5:00 PM)
- We are specifically looking for Monday, Wednesday and Friday coverage
- Weekend availability is a plus but not required
- Must be able to work with children
- Must be able to successfully pass a background screening
- Previous customer service/retail experience required
- Ability to stand for 8 hours at a time
- Ability to speak in front of large groups (20+ people at one time)
- Ability to maintain a guest-focused environment
- Passion for learning and educating others
- Outgoing and personable
- Team player and organized
- Ability to lift, bend and transport merchandise weighing up to 50 lbs.

+ Compensation, Perks

- This position is **\$15.00/hr.**
- Tips and commissions can be earned for events and merchandise sales (average birthday party tip: \$20.00 per party. Merchandise commission range: \$10 per month depending on sales).
- 30% employee discount
- Growth opportunities within the company
- Opportunities to transition into production if desired (yes, we can teach you how to build dinosaurs)
- Insurance benefits are not available for part-time employees, but if you ever become full-time we offer health, dental, life insurance, and paid-time-off.
- Laid back, friendly environment
- We are flexible!

+ Working Conditions

Working Conditions	Details
Hours of work	2-4 days a week, depending on your availability (we are flexible) Weekdays required (Monday, Wednesday, and/or Friday) 8 hour shifts (9:00 AM - 5:00 PM) You will never be scheduled for more than 32 hours a week as a part-time employee
Overtime expectations	Overtime is not available for part-time employees
Work environment	Front desk/office/warehouse environment
Company culture	Passion-driven, team-oriented, people-oriented, kid-oriented!