



### ***Park Manager***

The Park Manager is responsible for overseeing and coordinating day to day operations of the park, such as managing the guest experience, overseeing park finances, staff retention and management, dinosaur maintenance, guest service and satisfaction, cleanliness, and sanitation. The Park Manager will meet objectives through the efficient use of park assets and staff to maximize revenue and minimize expenses. The Park Manager will provide leadership and vision to the park staff and initiates strategies to achieve improvements in visitor and employee satisfaction and park development. The Park Manager will direct and oversee site production activities, contractors, vendors and key personnel. Manage operating and financial objectives; work with department managers to develop short- and long-term plans. Reports directly to the Executive Producer.

### ***Facilities Manager***

Facilities Manager keeps the Field Station site in a show-ready condition. This position will oversee the maintenance, care and repairs of the exhibition and park, including dinosaurs and interactive displays, sound, electrical equipment, restrooms, landscaping and other minor mechanical apparatuses. The Facilities Manager is also responsible inventory control and for maintaining the flow of vehicles throughout the parking lot as well as ensuring the parking lot is clean, safe, and ready for use at all times. The Facilities Manager must at all times adhere to the company's and work site's safety and environmental protection practices by performing work safely and in accordance with established standards. Must be able to operate required equipment including: gas edgers/blowers, hand tools, drills, etc. Qualifications and licenses in operating heavy equipment and machinery and electrical/wiring experience is a plus. Experience and/or knowledge of a personal computer is a plus.

### ***Expedition Management***

The Expedition Manager is an experienced and enthusiastic stage manager whose main goal is to maintain artistic integrity of all shows, games and activities at the park and providing all guests with an extraordinary experience. Hiring, training, supervising, and managing expedition guides and performers at both the park and off-site events. The EM is responsible for maintaining inventory of all consumables, including props, giveaways, trail maps and credentials. Ideal candidates will have excellent communication, organizational and time management skills, strong computer skills, superior attention to detail, able to work both independently and with a variety of people. This position is responsible for working with the Park Manager to ensure smooth operations and open communications between departments.

## ***Box Office Manager***

The Box Office Manager controls admission ticket sales by supervising and reviewing performance of Box Office staff. Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed. Excellent interpersonal and communication skills required for success in this position. Controls the financial reporting and ensures full and accurate accountability for all ticket sales; verifying the preparation of deposits and making daily deposits. Issue and track all complimentary ticket requests, coupons, vouchers and special promotions opportunities. This position requires the ability to read, generate and modify reports, audits and transaction accounting. The Box Office Manager will act as a liaison between the box office and other site Supervisors to ensure crowd control and patron issues resulting from ticket sales.

## ***Dinosaur Technician***

The Dinosaur Technician is responsible for installing, operating and maintaining the animatronic dinosaurs of Field Station: Dinosaurs. Experience with the design of electronic devices is required, including the ability to work with metal, lighting and other materials.

## ***Box Officers***

Box Officers primary responsibility is to provide all guests with a positive initial experience at Field Station: Dinosaurs. As the frontline they provide fast, efficient and superior customer service. Box Officers are responsible for processing ticket sale transactions by upselling and using suggestive sales techniques so guests can maximize their experience. They must have a thorough understanding of all activities available in the park so they can problem solve and answer questions. Box Officers must maintain proper control of cash, have math skills, knowledge of data entry, point of sale ticketing systems and general office skills.

## ***Expedition Guides***

Expedition Guides make sure that guests are a part of the expedition, engaged by our educational activities, and entertained by the experience of a day at the Field Station. Expedition Guides at the Field Station engage guests in interactive activities that include storytelling, organized arts and crafts, singing and games. Expedition Guides must be enthusiastic about dinosaurs and be prepared to share knowledge with guests. Tasks are assigned by Supervisors and spread throughout the day to keep the expeditions of guests moving throughout the park.

## ***Dinosaur Troubadour***

Troubadours play the guitar, host shows that introduce audiences and school groups to activities at the Field Station. Troubadours make sure that guests are a part of our expedition, engaged by our educational activities and enjoy the experience of a day at the Field Station. Dinosaur Troubadours at the Field Station engage guests in interactive activities that include storytelling, singing, and games. Dinosaur Troubadours are also spokespersons for the Field Station and sent to various promotional events in the surrounding region.

## ***Performers***

Actors/Puppeteers who move well for live performances in an outdoor venue. Roles include: researcher, dinosaur wrangler, scientists and the Mighty T-Rex, a full body puppet designed and built by Monkey Boy Productions. These employment opportunities are seasonal. Applicants must be available to work flexible hours, including weekends and holidays. Actors are invited to attend a job fair and submit resumes. Auditions will be held in Derby and Wichita at a later date.

## ***Concessions***

Our concession staff ensures guests have a great experience by providing fast, friendly service and creating a warm and fun atmosphere for guests. Upselling and suggestive sales techniques are encouraged in these positions. Responsible for maintaining a thorough understanding of all menu items and are able to answer questions regarding items and their preparation. Concessions will be required to maintain and count a cash drawer and actively drive sales. Dress to meet code and look professional at all times. They must adhere to state and county health codes for food handling as well as the company's sanitation procedures. Other duties including maintaining a clean work station and eating area, restocking condiments, and restocking dried items.

## ***Prep Cook***

The Prep Cook is responsible for keeping the Line Cook stocked with basics and critical items throughout the shift. They are to complete all items on the daily preparation list, accurately read, interpret, and prepare all food per the recipe specifications at all times. At the Field Station we are required to adhere to all state and county safety and sanitation policies and procedures, therefore they need to ensure that all products are stored properly in the correct locations at the appropriate temperature levels at all times.

Prep Cooks are responsible for maintaining kitchen cleanliness, including but not limited to cleaning, sanitizing, and maintaining equipment, utensils, and tools using appropriate cleaning

materials. Cleaning and maintenance of all kitchen mats, floors, walls, and drains. Empties kitchen trash, restocks clean dishes in proper storage areas, and assist kitchen personnel in unpacking food/supply deliveries.

### ***Line Cook***

Line Cooks are responsible for managing their concession stand. They will be required to record a running inventory of stock, place all supply orders, and control food cost/food waste. At the Field Station we are required to adhere to all state and county safety and sanitation policies and procedures, therefore they need to ensure that all products are stored properly in the correct locations at the appropriate temperature levels at all times. They are to read, interpret, and prepare all food recipes meeting food quality indicators and serve food to guests' expectations and in a timely manner. Side duties including but not limited to washing dishes, unpacking food/supply deliveries, organize stockroom/cooler shelves, maintaining a clean stand, and end of shift clean up.

### ***Retail/Gift Shop Staff***

Retail Staff work in an educational environment filled with innovation, enthusiasm and interaction. Retail Staff handle receiving, storing, preparing and sales of all merchandise on site. Employees maintain inventory, re-stock and warehouse goods. The Retail Staff must maintain accurate records of sales transactions, balance their bank, report discrepancies and make deposits according to standard operating procedures. The Retail Staff operates the cash registers at the store and independent kiosks on site keeping their immediate area clean, organized and ready for guests. Up-selling and suggestive sales techniques are required. Retail Staff manages the flow of traffic and greets arriving and departing guests in a friendly and courteous manner.