

CALIFORNIA STATE RAILROAD MUSEUM FOUNDATION (CSRMF)

Polar Assistants (Temporary/ Limited Term – Multiple Positions)

Overview of the Position:

Reporting to the Events Director, the CSRMF Polar Assistants work closely with Foundation Staff, Museum Docents, Sacramento Southern Railroad Volunteers and State Parks Staff to assist in a wide range of tasks for the operation of the Polar Express Train Ride in Sacramento. Positions are available now until December 31, 2025. Complimentary parking is provided.

Examples of Essential Duties:

- Assist in decorating various holiday themed train cars, the passenger station and other locations associated with the event.
- Provide support for Polar Express operations by stocking train cars, performing basic cleaning of cars as needed, assisting volunteers and event staff to ensure they have all needed supplies and materials.
- Assist in a limited capacity in public facing positions as needed during the event.

Our preferred candidate will possess the following qualities:

- Clear and crisp communication skills.
- Understand, appreciate, and thrive in a team environment.
- Be detail oriented.
- Be able to respond to changing situations in a flexible manner to meet current needs.
- Ability to take direction
- Customer Service skills
- Enthusiasm and a “can do” attitude
- Schedule availability from October 21 – December 23. Nights and weekends will be required. Typical work schedule will be daily 9-5 Monday – Friday October 21 – November 11 and Wednesday - Mondays 12pm-10pm through December 22. Other dates and times may be required. Contracts may be extended into January depending on need.

Physical Demands:

- Ability to carry materials up to 30 pounds.
- Ability to climb on and off railroad equipment.
- Ability to stand for extended periods.
- Ability to walk for extended periods, sometimes on moving passenger cars.
- Ability to work outside in hot and cold conditions.

Compensation:

These temporary positions are budgeted at 40 hours per week with an hourly wage of \$25/hr. Free parking & dinner are provided. This position is overtime eligible.

How to Apply:

For full consideration, please send a resume and a brief description as to why you would be a good fit to careers@csrmf.org with the subject line Polar Assistant Application. Review of applications is ongoing.

The California State Railroad Museum Foundation supports a diverse and inclusive work environment. We believe that a diverse team makes us stronger. Non-traditional applicants are encouraged to apply.