



# MUSEUM OF DISCOVERY AND SCIENCE

## JOB DESCRIPTION

**POSITION TITLE:** Science Facilitator II

**DIRECT ACCOUNTABILITY:** Public Programs Manager

### **SUMMARY:**

Public engagement with guests through exhibit interpretation, science shows, cart activities, science demonstrations, and handling museum ambassador animals. Will interpret exhibits, assist with camps, overnights, school and group programs, exhibit tours, special events, and other science related activities. May work in the museum or at community events.

### **QUALIFICATIONS:**

Must be pursuing a college degree and have high school diploma or GED. Customer service and experience working with youth preferred. Excellent communication skills and ability to speak before large audiences. Attention to safety techniques and effectively able to control crowds. The ability to work under pressure and in constantly changing conditions. Ability to stand for long periods of time. Must be available to work holidays, weekends, and evenings and able to lift 25 lbs.

### **DUTIES AND RESPONSIBILITIES:**

1. Provide excellent customer service to all museum visitors.
2. Staff and interpret exhibits, assist public and youth programs including camps, overnights, and events.
3. Interact with Museum guests daily by demonstrating the concepts behind the Museums exhibits.
4. Greet school and recreation groups throughout the year.
5. Prepare, setup and breakdown of all educational programming.
6. Activate Educator Previews, Donor Walk-throughs, and other education showcases.
7. Engaging children, teens, and adults in exhibit spaces and activations at all times.
8. Dealing with guests, children, volunteers, interns, and other staff members in a positive, enthusiastic, and responsible manner.
9. Undergo training and professional development assigned by Public Programs Manager.
10. Learn how to handle animals by taking and passing levels I, II & III of animal handling.
11. Learn to handle liquid nitrogen and dry ice and pass testing.

12. Must be able to conduct and perform science shows.
13. Assist on curriculum writing.
14. Perform other duties as needed if qualified.

**COMPETENCIES:**

1. Written and Verbal Communication Skills.
2. Time Management.
3. Collaboration Skills.
4. Personal Effectiveness/Credibility.
5. Flexibility.
6. Technical Capacity.
7. Stress Management/Composure.

**SUPERVISORY RESPONSIBILITY:**

There is no supervisory responsibilities for this role.

**WORK ENVIRONMENT:**

This job operates in a professional, fast-paced, frontline, customer-facing environment.

**PHYSICAL DEMANDS:**

This job operates in a non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Position may include indoors and outdoors in extreme temperatures. Will need to work with modern technology including walkie talkie radio, computer, microphones, and tablets. Must be able to lift 25 lbs and stand for long periods of time.

**POSITION TYPE AND EXPECTED HOURS OF WORK:**

This is a part-time, non-exempt position, up to 30 hours per week. Days and hours of work are Monday through Saturday, 9:30 a.m. to 5 p.m. and Sunday 11:30 a.m. to 5:00 p.m. May be required to work some evenings and/or weekends.

**TRAVEL:**

May be asked to assist at community events.

**REQUIRED EDUCATION AND EXPERIENCE:**

High school diploma or GED and pursuing a college degree.

**SIGNATURES:**

This job description has been approved by all levels of management:

VP of Education \_\_\_\_\_

President/CEO \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_