

Educator II (Part-Time)

Terry Lee Wells Nevada Discovery Museum (The Discovery)

Position Summary

Reporting to the Floor Staff Supervisor, the Educator II is responsible for facilitating participants' learning by exploring hands-on activities, presenting demonstrations, playing with exhibits and asking questions. The Educator II develops and manages The Discovery's birthday party program. This individual brings characters to life during story times and excites visitors about the world around them through daily science, art and history activities. The Educator II serves in a lead capacity as the safety and security eyes and ears of the Museum, responding to and resolving issues of concern to patrons or staff. While providing customer service to visitors, an Educator II serves as the first point of contact to the public and shares important information about programs, exhibits and special events. In addition, the Educator is a team member in building community relationships, developing and maintaining program materials, working on the exhibit floor and providing excellent customer service. The Discovery Educator is expected to support the Museum's vision and share the values of excellence, collaboration, innovation, respect, commitment, accountability and ownership. The Educator II oversees floor operations, including breaks, schedules staff, addresses schedule deficiencies, and generally ensuring floor procedures are carried out in an efficient, seamless manner.

Essential Functions

- Acts as lead Educator and supervises staff in absence of Floor Staff Supervisor.
- Engage museum participants in programming and exhibits.
- Ask and answer questions that help participants discover exciting information about the world.
- Facilitate programs to a variety of audiences: early childhood, school-aged and family.
- Develop programming for birthday parties.
- Manage birthday party logistics.
- Assist in special events.
- Participate in field trips and facilitate teaching.
- Maintain and organize supplies needed for programs activities, birthday parties, demonstrations and exhibits resupply.
- Help train and lead volunteers and interns in museum activities.
- Maintain positive relationships with the community.
- Perform other duties as assigned by the Floor Staff Supervisor or Education Director.
- Responsible for cleaning up after demonstrations.
- Facilitate and act as liaison for birthday parties.
- May be assigned to a specific gallery for a shift.
- Assists Floor Staff Supervisor with floor staff schedule.
- Other duties or special projects as assigned by Floor Staff Supervisor.

Education & Experience Required

- High School Diploma or equivalent.
- Seeking higher education preferred.
- First Aid and CPR Certification required.
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- Experience working with children and adults.
- Experience with Microsoft Office and a desire to learn new technology as needed.

Skills Necessary

- Customer service skills with visitors of all ages.
- Comfortable reading or doing a demonstration in front of large audiences.
- Ability to work with tools.
- English/Spanish speaker preferred.

Work Characteristics

- Ability to work enthusiastically, respectfully and professionally with a wide variety of audiences.
- A passion for helping people discover and explore science, art and Nevada history.
- Improvisational skills.
- Ability to work as a team.
- Flexibility and a good sense of humor.
- Ability to work weekends, holidays and evenings.

Working Conditions

Work requires standing or walking for most of the shift, some sitting may be necessary during demonstrations.

How to Apply

Please e-mail resume, cover letter and three references to jobs@nvdnm.org. No phone calls please.

The Terry Lee Wells Nevada Discovery Museum is an Equal Opportunity Employer. Qualified persons are considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, genetic information, political affiliation or disability. The Terry Lee Wells Nevada Discovery Museum is a drug-free workplace.