

- Position:** Museum Educator II
- Reports to:** Museum Manager
- Status:** Part-time
- Schedule:** 12-30 hours/week. Variable schedule including regular business hours and Saturday/Sunday availability is required.
- Compensation:** Starting at \$16.00/hour
- Objective:** The Museum 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 visitors 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.
- Requirements:** An ideal candidate for this position is a mature, responsible, dependable individual who enjoys working in a fast-paced environment; is a people-oriented and satisfaction driven person; can handle multiple tasks simultaneously; and possesses a flexible schedule. Must be self-motivated, detail-oriented, and trustworthy. The Museum 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 oversees floor operations, including breaks, schedules staff, addresses schedule deficiencies, and generally ensuring floor procedures are carried out in an efficient, seamless manner.
- A high school diploma or equivalent. Candidates seeking higher education (bachelor's or graduate degree) are preferred.
- Environment:** General work requires standing or walking for most of the shift, some sitting may be necessary during demonstrations.
- Job functions:** The duties and functions of this position include, but are not limited to:
- Acts as lead Museum Educator and supervises staff in absence of Museum Manager.
 - Help museum visitors engage in programming and exhibits.
 - Ask and answer questions that help participants discover exciting information about the museum and the world.
 - Facilitate programs for a variety of audiences: early childhood, school-aged and family.
 - Develop programming for birthday parties.
 - Manage birthday party logistics.
 - Assist with special events including setup and tear down which may require manual labor and/or heavy lifting; moving exhibits, moving standard and temporary furniture, adhering decorations and using your creative intuition.
 - Participate in school 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 Museum Manager or Chief Operating Officer.

- Responsible for cleaning up after science demonstrations.
- Facilitate and act as liaison for birthday parties.
- May be assigned to a specific exhibition for a shift.
- Assists Museum Manager with floor staff schedule.
- Other duties or special projects as assigned by Museum Manager.

The Terry Lee Wells Nevada Discovery Museum (The Discovery) is an Equal Opportunity Employer and is committed to ensure that all employees and applicants receive equal consideration and treatment, regardless of race, color, creed, gender (including gender identity or gender expression), religion, marital or domestic partner status, age, national origin or ancestry, physical, mental or medical disability, sex, sexual orientation, citizenship, military service status, veteran status, or any other characteristic protected by state or federal law or local ordinance. The Discovery is a drug-free workplace.