

- Position:** Museum Educator II
- Reports to:** Museum Manager
- Status:** Part-time, possibility to move into full-time
- Schedule:** 12-30 hours/week. Variable schedule. Some Saturday/Sunday, holiday and evening availability is required.
- Compensation:** Starting at \$18.00/hour
- Objective:** 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.
- 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 science to life and excites visitors about the world around them through daily science, art, and natural history activities. The Educator II oversees floor operations, including breaks, addresses schedule deficiencies, and generally ensuring floor procedures are carried out in an efficient, seamless manner. Assure cleanliness and safety to create an inspiring, safe environment to learn and explore. Use of radio for communication is required.
- Must be able to lift, scoot, push and pull 50 pounds, with or without reasonable accommodation alone and up to 100 pounds in tandem.
- A high school diploma or equivalent. Candidates seeking higher education (bachelor's or graduate degree) are preferred.
 - Coursework in and passion for science education preferred
 - Pre-employment background check and drug screening required.
- 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 Educator and supervises education staff in absence of Museum Manager.
 - 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 with special events including setup and tear down which may require manual labor and/or heavy lifting; moving exhibits, moving standard and temporary furniture, and decorating.
- Coordinate field trips during the visit and facilitate teaching.
- Maintain and organize supplies needed for programs activities, birthday parties, demonstrations and exhibits resupply. Alert supervisor to low supplies in a timely manner.
- Oversees and ensures safety of overnight rentals and visitors.
- If supervisor or manager is unavailable, deescalates and attempts to resolve conflicts that arise with visitors on the museum floor. Refers to Senior Leadership as necessary.
- Help train and lead volunteers and interns in museum activities.
- Maintain positive relationships with the community.
- Perform other duties as assigned by the Museum Education Coordinator.
- Facilitate and act as visitor liaison for birthday parties and overnight events. Provide clean-up and facilitation of transition to next event.
- May be assigned to a specific gallery for a shift.
- Clean up messes and remove trash to appropriate area using necessary personal protective equipment.
- Assist during emergencies, directing parents, children and staff members to appropriate resources and personnel. In absence of manager will serve as a focal point during emergencies, acting as point of contact for emergency personnel. Will contact Senior Leadership as needed.
- Assists Museum Education Coordinator 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.

Revised: June 2023