

- Position:** Museum Educator
- Reports to:** Museum Manager
- Status:** Part-time
- Schedule:** 12-30 hours/week. Variable schedule including regular business hours and Saturday/Sunday and some evening availability is required.
- Compensation:** Starting at \$16/hour
- Objective:** Engage with museum visitors to create an inspiring environment to learn and explore. Enforce the museum's safety rules and policies to ensure a safe environment for visitors, volunteers, and staff.
- Requirements:** An ideal candidate for this position is a mature, responsible, dependable individual who can work enthusiastically, respectfully, and professionally with a wide variety of audiences. Candidate must possess excellent customer services skills and the ability to work individually and part of a team. Must be self-motivated, detail-oriented, and trustworthy; with the ability to create a welcoming environment by engaging with museum visitors of every age and interest. Comfort with public speaking and presentations preferred. Must be able to lift, scoot, push and pull 50 pounds, with or without reasonable accommodation alone and up to 100 pounds in tandem. Coursework in and passion for science education preferred. Use of radio for communication is required.
- A high school diploma or equivalent is required. Candidates seeking higher education (bachelor's or graduate degree) are preferred.
- A pre-employment background check and drug screening are required.
- Environment:** The working environment is primarily indoors but may require occasional work outdoors. Must be able to work approximately 80% of each shift on your feet, walking about the museum.
- Job functions:** The duties and functions of this position include, but are not limited to:
- Help museum visitors engage with programming and exhibits.
  - Ask and answer questions that help visitors discover exciting information about the museum and the world around them.
  - Direct patrons of all ages to key parts of the museum, exhibitions, restrooms, and other facilities with a polite, welcoming and service-oriented approach.
  - Facilitate educational programs for a variety of audiences: young learners, school-aged children, and adults.
  - Public speaking and presentations of scientific demonstrations
  - Facilitate school field trips by teaching, maintaining, performing science demonstrations, and organizing supplies needed for programs and activities.
  - Perform live science demonstrations for museum visitors, following safety policies, protocols, and procedures, and in compliance with Museum rules and regulations. Clean up of activities as needed.
  - Help train and lead volunteers and interns in museum activities.
  - Facilitate and act as liaison for birthday parties held at the museum. Provide clean-up and facilitation of transition to next event.
  - Organize supplies needed for daily museum activities, birthday parties, demonstrations, and exhibits. Alert supervisor to low supplies in a timely manner.

- 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 assisting with decorations.
- Assist during emergencies, directing parents, children and staff members to appropriate resources and personnel.
- Assure cleanliness and safety to create an inspiring, safe environment to learn and explore.
- Perform other duties as assigned by the Museum Manager or Chief Operating Officer.

*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.*

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