

**Job description:****Part-Time Educator and Admissions Hybrid Role**

Description: The Part-time Admissions and Educator role extends to those individuals interested in front-facing and interactive guest service within Guest Experience at the Museum of Discovery. Not only does this role offer the potential for more work hours but also this role allows individuals variety within their work for our organization. The capacity to handle cross-training is a must, with a positive, upbeat attitude present in both facets of the position. The schedule for this position will be based upon the needs within Guest Experience and subject to individual availability, with weekends, school breaks, and holiday availability a priority.

Education: Working toward a degree in a STEAM (Science, Technology, Engineering, Arts, Math) discipline, theater, education, or a related field is beneficial, but not required. Previous work experience in sales or front-facing customer service roles is highly encouraged.

**Special Skills and Personal Attributes:**

- Maintains enthusiasm, approachability, and positive energy, especially during busy days.
- Excellent verbal and written communication skills and practical interpersonal skills.
- Ability to organize time effectively and manage multiple tasks simultaneously.
- Proficient in the use of Google Documents and Microsoft Office applications
- Independent, self-directed learner with an intense curiosity and passion for learning,
- Creative problem-solver who takes initiative
- Ability to build and maintain confidentiality.
- Valid driver's license, current auto insurance, and reliable personal transportation required.

**Educator Job Responsibilities:**

- Providing exceptional guest experiences with an upbeat, engaging attitude
- Engaging guests in facilitated activities, such as managing birthday parties, programs and demonstrations
- Assisting with school groups, special events, and live science shows (if desired).
- Ensure safety procedures are always followed.

**Admissions Job Responsibilities:**

- Opens register for admissions and gift shop and sets up cash drawers for the day's business
- Opens the museum to guests at the established time
- Greets all guests pleasantly, answers their questions and takes steps to enhance their visit to the museum
- Greets and processes group admissions, including verifying the accuracy of the count and collecting payment

- Answers incoming phone calls, forwards calls and relays messages as needed. § Sell museum memberships
- Assists with the gift shop operations by conducting demonstrations of products, helping guests, and keeping the store and desk area clean
- The responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Museum reserves the right to revise or change position duties and responsibilities as necessary to accommodate changing organizational needs.

Please send a cover letter, resume, and three reference contacts to Carly Cate  
[Ccate@museumofdiscovery.org](mailto:Ccate@museumofdiscovery.org)