



**APPLICATION INSTRUCTIONS
FOR
2023 Donley Fellowship**

We welcome your application for the **Donley Fellowship** at the Montshire Museum of Science. This is a new seasonal opportunity for those interested in understanding the changing roles of science museums in the communities which they serve.

Please review the attached description and include the following four items with your application:

- 1-page cover letter
- Resume
- 3 professional references with email and phone number
- Copy of any relevant certifications

Please email your application as a **Word** or **PDF** file to:

- Jobs@Montshire.org
- Please do not send your application embedded in the text of an email message.
- Applications will be reviewed on a rolling basis.

Thank you for your interest in the Montshire Museum of Science. We look forward to reviewing your application!



Montshire Museum of Science Donley Fellowship Description

Employment Term: Approximately June 15, 2023 through September 4, 2023

DEPARTMENT: Education

SUPERVISORS: Director of Education & Lead Explainer

DESCRIPTION

The role of museums is changing. The Montshire is invested in developing future museum professionals who are ready to take on this challenge. We are recruiting 3 passionate individuals to begin their journey during the 2023 summer.

As a Donley Fellow, you will spend about 80% of your time working on the same assignments as Summer Explainers, leading hands-on and inquiry-based STEM programs inside the museum's exhibit halls and outdoor spaces; maintaining exhibits for visitors; and providing outstanding customer service to our visitors. The remaining 20% (about 1 day per week) of your time will be spent researching museums' changing roles in communities and developing a project to share with Montshire staff at the end of the summer. Research may include interviews with staff, volunteers, and visitors; literature review; and/or prototyping and evaluating mini-experiences for visitors.

One week of intensive training will be provided in Mid-June, with continued training as the summer progresses.

RESPONSIBILITIES

Donley Fellow Duties

- Participate in research and evaluations to understand the museum's effect on the public's understanding and perceptions of STEM topics and stakeholders.
- Interview select Montshire staff to understand their role in the museum.
- Presentation (or meeting facilitation) to full Montshire staff (sharing big ideas from the museum field and how it intersects with your experience at the Montshire).

Explainer Duties

- Provide excellent customer service to visitors of all ages and abilities.
- Lead hands-on science activities in a variety of content areas.
- Maintain cleanliness and organization of public programs teaching spaces and resources, including science supplies and equipment.
- Engage and assist visitors in using museum exhibits.
- Continually maintain and reset exhibits.
- Greet and assist visiting field trip groups.
- Complete morning exhibit checklists that include routine cleaning and sweeping, including our outdoor environments.
- Attend orientation training, morning meetings, and on-going training events.
- Actively communicate with Admission Desk staff and Facilities staff.
- Participate in program improvement efforts, professional development, and individual observations and reviews to improve practice.
- Weekday and weekend work, and possible evening special events.

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Passion for STEM education, and excitement for exploring the natural or engineered world.
- Background in a STEM discipline, either through undergraduate course work, graduate studies, or professional work preferred.
- Experience in teaching or guided facilitation – either in classroom or in informal educational settings.
- Have an enthusiasm to work with visitors of all ages and backgrounds.
- Demonstrated ability to communicate science and engage children, families, and adults in science and engineering activities.
- Completed one year of college, preferably with major in education, theater, or a STEM-related field.

SUPERVISION OF OTHERS

None.

WORKING CONDITIONS

- Must work well in both an individual and team setting.
- Flexible thinking and ability to adjust expectations as needed.
- Able to lift and carry up to 35 pounds and to navigate outdoor landscape and hiking trails.

- All Montshire employees are subject to a criminal background check.
- Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19.

TIME COMMITMENT

- 37.5 hours per week.
- Schedule based on two-week rotation, includes weekend work.
- Mid-June through Labor Day
- Daily hours: 8:45 am – 4:45 pm, or 9:15am – 5:15pm, including half-hour lunch.
- Occasional early morning and evening responsibilities.

SALARY AND BENEFITS

- This opportunity is funded by a stipend of \$7,000 for the summer. No Montshire Benefits.

The Montshire Museum of Science is an Equal Opportunity Employer with a passionate commitment to diversity, equity, and inclusion.