



**APPLICATION INSTRUCTIONS
FOR
Montshire Museum Summer Explainer**

We welcome your application for the position of **Summer Explainer** at the Montshire Museum of Science.

Please review the attached job 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 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 Job Description
Summer Explainer**

Employment Term: Approximately June 19, 2023 through August 18, 2023

DEPARTMENT: Education

SUPERVISOR: Lead Explainer

DESCRIPTION

Explainers support our visitors at the Museum and fulfill the Museum's visitor programming needs in our indoor and outdoor exhibit spaces. Explainers work throughout the Museum with visitors, leading a of hands-on science activities, perform daily exhibit maintenance and upkeep, greet and manage visiting group logistics, and help visitors with exhibit use and other needs. Among the few positions at the Museum that interact directly with every visitor, Explainers are critical members as the Museum's team.

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

RESPONSIBILITIES

Responsibilities include but are not limited to:

- 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 resource, including science supplies and equipment
- Engage and assist visitors in using museum exhibits
- 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 four on-going evening training events
- Actively communicate with Admission Desk staff and Facilities staff on issues relating to guest experience
- Participate in program improvement efforts, professional development, and individual observations and reviews to improve practice

KNOWLEDGE, SKILLS, AND EXPERIENCE REQUIREMENTS

- Passion for science and nature education, and excitement for exploring the natural or engineered world with children.
- Strong background in a STEM discipline, either through undergraduate course work, graduate studies, or professional work; completed a minimum of one year of college, preferably with major in education or a STEM-related field
- 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 and engage children, families, and adults in science and engineering activities

SUPERVISION OF OTHERS

None.

WORKING CONDITIONS

- Congenial and fast-paced museum and outdoor environment; teaching occurs in exhibit halls and outdoor spaces of different sizes, noise levels, and temperature; work includes explaining outside, including in inclement weather
- Comfortable working with science equipment, large exhibit components, and biological specimens
- Field work in local ponds, marshes, streams, fields, and forests for both teaching and specimen collection purposes
- Must work well in both an individual and team setting
- Weekday and weekend work, evening special events, outreach events in VT and NH, and may include substituting in other museum programs
- Ability to work long days, up to 14 hours, as needed to accomplish specific program tasks, including in outreach situations
- May drive Museum vehicle for outreach programs and delivering programs assigned,
- 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

- Summer Explainer positions are part-time, temporary
- General work schedule: Mid-June through Labor Day; 20 to 37.5 hr/wk
- Schedule based on two-week rotation, includes weekend work. Daily hours: 8:45 am–5:15 pm.
- Occasional early morning and evening responsibilities.

SALARY AND BENEFITS

- Hourly position at \$15.50 per hour. No Montshire Benefits.

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