



## Montshire Museum of Science **Job Description**

### **POSITION TITLE**

Explainer/ Donley Fellow (seasonal)

### **DEPARTMENT**

Education

### **TITLE OF SUPERVISOR**

Explainer Program Manager

### **SUMMARY DESCRIPTION**

**Explainers** fulfill the Museum's visitor programming needs by actively engaging visitors in our indoor and outdoor exhibit spaces. Explainers work throughout the Museum with visitors, leading a variety of hands-on science activities, performing daily exhibit maintenance and upkeep, greeting and managing visiting group logistics, and helping visitors with exhibit use and other needs. Explainers are among the few positions at the Museum that interact directly with every visitor, and are critical members of the Museum's team.

### **RESPONSIBILITIES**

Responsibilities include but are not limited to:

- Provides excellent customer service to visitors of all ages and abilities.
- Leads hands-on science activities in a variety of content areas.
- Maintains cleanliness and organization of public programs teaching spaces and resource, including science supplies and equipment.
- Engages and assists visitors in using museum exhibits.
- Continually maintains and resets exhibits.
- Greets and assists visiting field trip groups.
- Completes morning exhibit checklists that include routine cleaning and sweeping, including our outdoor environments.
- Attends orientation training, morning meetings, and on-going evening training events.
- Actively communicates with Visitor Reception staff and Facilities staff.
- Participates in program improvement efforts, professional development, and individual observations and reviews to improve practice.
- Duties include: weekday and weekend work, evening special events, outreach events in VT and NH, and may include substituting in other museum programs.
- May drive Museum vehicle for outreach programs.

### **KNOWLEDGE/EXPERIENCE REQUIREMENTS**

- Experience in teaching, either in the classroom or in informal educational settings.
- Background in a STEM discipline, either through undergraduate course work, graduate studies, or professional work.
- 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 high school, with a preference of some college coursework in education, science, and/or communications.
- The Montshire Museum of Science requires that all employees and volunteers be fully vaccinated against COVID-19.

#### **WORKING CONDITIONS**

- Fast-paced, non-profit museum environment.
- Must work well in both an individual and team setting.
- Teaching occurs in exhibit halls and outdoor spaces of different sizes, noise levels, and temperature.
- Work includes explaining outside, including in inclement weather.
- Able to adjust to unpredictable teaching and work situations encountered in outreach program in schools and communities throughout New England.
- Able to climb stairs and ladders, and to walk outdoor landscape areas and hiking trails.
- Comfortable working with science equipment, large exhibit components, and biological specimens.

#### **TIME COMMITMENT**

Part-time, Temporary. Non-exempt position.

General work schedule: : June 14th through late August / early September; 20 to 37.5 hr/wk.

Schedule based on two-week rotation, includes weekend work. Daily hours: 8:15 am – 5:15 pm, 3-5 days per week, including weekend work. Occasional early morning and evening responsibilities.

#### **SALARY AND BENEFITS**

Hourly position at \$14.00 per hour. No Montshire Benefits.

**The Montshire Museum of Science is an equal opportunity employer (EOE).**