

Don Harrington Discovery Center Position Description

Job Title: **Science Night Guide**
Reports to: **Director of Visitor Experience**

Performs an essential role to enable the Discovery Center to meet its mission:

- To make science exciting, relevant and interesting to all types of learners by providing interactive exhibits and programs that actively engages children, adolescents and their families.

- To foster inquiring minds and to nurture the individual genius within each of us.

ESSENTIAL DUTIES AND RESPONSIBILITIES.

Day to day operations

- Ensuring the highest possible exhibit experience for every visitor.
- Operating the Space Theater.
- Operating the front desk and acting as the information center.
- Running the Café concessions area.
- Decorating and managing birthday parties.
- Set-up and maintain the public areas to ensure that it is safe, clean, and operational at all times during the shift.
- Actively coordinate with the other members of the visitor experience team.
- Attend all staff training sessions.
- Other departmental duties as needed.

Qualifications

- Support the DHDC mission to inspire and excite children, families, and groups visiting the Discovery Center.
- Must have high level of emotional intelligence, professional integrity and organization skills.
- Outgoing and willing to work with large groups of people.
- Ability to regularly lift 50 pounds.

Hours and Pay

- 12 hours a week
- Must be able to work 2 nights a week and Saturday or Sunday.
- \$8.00/hr