



Job title	<i>Lead Exhibit Facilitator</i>
Reports to	<i>Visitor Engagement Manager</i>
Department	<i>50-000</i>
Grade	<i>4</i>

Cleaning Duties and responsibilities

Due to the unprecedented nature of the current pandemic, until further notice all employees will be expected to disinfect and clean aspects of the workplace as assigned. For the health and safety of our staff and guests this may include but is not limited to cleaning and disinfecting high-touch surfaces, shared staff spaces, restrooms, and guest areas.

What we want

The Lead Exhibit Facilitator is the first point of contact for Exhibit Facilitators. This position is responsible for coordinating the day to day operation of the museum's front-line gallery staff to ensure a positive and safe guest experience.

What you'll do

Primary functions:

- Leads daily morning meeting for all staff when Visitor Engagement Manager is not present
- Oversees the daily flow of staffing and programming for Exhibit Facilitators
- Is the first point of contact for emergency situations, will be tasked to evaluate the situation, respond appropriately, and provide direction to all in the museum at the time the emergency occurs
- Provides daily operational oversight for the museum floor staff.
- Facilitates exhibit appearance by restarting and resetting exhibits throughout the day as needed
- Delegates and/or delivers educational exhibit interpretation and pop-up presentations
- Communicates professionally regarding Discovery Lab's activities, events, and attractions to visitors in the museum
- Promotes teamwork and collaboration with colleagues and other staff
- Maintains a safe and secure environment for guests and staff
- Daily coordination of volunteers who are working on the museum floor
- Regular punctual attendance

Secondary functions:

- Maintains integrity and appearance of Discovery Lab's exhibits and public spaces on a daily basis
- Other duties as assigned by the Visitor Engagement Manager

What you'll need

Knowledge and skills:

- Knowledge of museum pedagogy and informal education

- Effective people management and problem solving skills
- Professional verbal and written communication skills
- Strong verbal communication skills to establish a presence on museum floor
- Organized attention to detail
- Ability exercise initiate and good judgement in anticipating problems before they arise
- Ability to work well in team and independently
- Implement organizational, analytical and problem solving skills
- Ability to recognize and respond to safety and security issues
- High energy to facilitate museum experiences and actively move around the museum floor
- Comprehensive understanding of STEAM and Health & Wellness educational topics

Educations & work experience:

- High School Diploma or GED or equivalent education and experience
- First-aid/CPR certification with in the first six months of hire.

Preferences:

- Experience in group management and group facilitation
- Prior museum or nonprofit experience
- Language fluency other than English to support Discovery Lab’s accessibility mission and objectives

How you’ll work

This job is a regular, part-time, non-exempt, hourly position. The typical work schedule for this job varies depending on staffing needs. Weekends are required. Moderate to loud noise environment.

Physical requirements

10% Sitting, 80% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-30 lbs.

Additional requirements

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

Direct reports

None but this position does oversee the daily operations and staffing flow of the museum floor staff.

Approved by:	
Date approved:	
Revised:	

This position description is representative of the major position requirements and is not intended to be all inclusive.

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