



Discovery Leader

About The DoSeum (www.TheDoSeum.org)

The DoSeum is the city's only museum exclusively devoted to children under 10. With two floors of interactive exhibits and a variety of early literacy, science, health and art activities, The DoSeum's vision is to be a premier learning resource that helps develop innovative thinkers capable of meeting the challenges of the 21st century. The museum's mission is to grow minds, connect families and transform communities through joyful learning and discovery.

JOB SUMMARY

The DoSeum is seeking an energetic self-starter who will interact with museum visitors in a meaningful way, encourage educational play and inquiry-based learning in the exhibits, and engage caregivers in the museum experience. Candidates must have strong people and leadership skills and prior experience working with young children. Discovery Leaders provide spontaneous activities on the museum floor, conduct lessons with school groups, and teach interactive programs with kids and families. Delivering outstanding service to every guest who comes through our doors is key to our mission.

ESSENTIAL RESPONSIBILITIES

Education

- Facilitate caregiver/child interactions throughout museum exhibits.
- Maximize and build a solid foundation in children's developmental stages, learning theory and best practices in terms of entering/influencing child/caregiver interactions.
- Interact with museum guests to ensure an educational and fun experience.
- Encourage the exploration of exhibits and props in new and meaningful ways.
- Regularly assist with teaching field trip lessons and other in-house educational programs Work closely with the Education staff to stay abreast of current in-house programs, field trip lessons and exhibit updates.

Guest Service

- Greet all guests and volunteers in a friendly and professional manner and deliver outstanding service to every guest.
- Able to engage visitors and adjust to their needs.
- Perform opening and closing duties in exhibit zones; help with re-set duties throughout each day.
- Maintain smooth museum floor operations for enjoyment and safety of all museum guests.

OTHER DUTIES AND RESPONSIBILITIES

- Project a positive attitude toward the organization and co-workers and insure that actions, appearance, attitude and attendance are at a level that serves as a positive example for the organization.
- Be outwardly and obviously friendly.
- Keep work areas and attractions clean.
- Be a positive team player.
- May be required to travel locally
- Perform additional duties as required or requested.



MINIMUM QUALIFICATIONS

- Bachelor's degree in education or equivalent is preferred. Will consider candidates actively enrolled in and pursuing bachelor's degree.
- Fluent in Spanish, including the ability to read, write, and communicate with guests highly desirable but not required.
- A declared interest in and enjoy working with/teaching young children is a must; successful experience working with children, this could include experience as a teacher, camp counselor, informal educator, daycare staff, etc.
- Able to work with large number of children / parents / chaperones / teachers visiting the museum on a field trip
- Must be outgoing, energetic and enthusiastic
- Must be able to work a flexible schedule, including weekends, holidays, and occasional evenings.
- Valid driver's license and reliable vehicle available for local travel.
- Or equivalent combination of education and experience

KNOWLEDGE, SKILLS, and ABILITIES

To perform the job successfully, an individual should demonstrate the following:

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Attention to Detail & Adaptability** – Self-motivated and manages competing demands; Strives to improve or meet a standard of excellence; Able to deal with frequent change, delays, or unexpected events; Asks for and offers help when needed; Ability to work in a complex organization, work with all Museum team members, flexibility, and willingness to negotiate and compromise.
- **Analytical, Problem Solving, & Organizational Skills** - Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas. Ability to work in a complex organization, work with all Museum team members, flexibility, and willingness to negotiate and compromise. Ability to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.
- **Verbal & Written Communication; Interpersonal Skills** - Clarity of speech, remaining calm and focused, being polite and listens to others without interrupting; Keeps emotions under control. Edits work for spelling and grammar. Ability to read and comprehend simple instructions, short correspondence, and memos.
- **Guest Service** - Responds promptly to guest needs; Responds to requests for service and assistance; Meets commitments. Knowledge of and demonstrated experience with guest service skills and best practices to deliver world-class customer service.
- **Ethics & Judgment** - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; Ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others. Upholds and demonstrates museum values.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Flexible working hours; requires working weekends, days and evenings.



- Variable exposure to noise, weather and elements.
- Constant working with the public and employees.
- Ability to lift up to 15 lbs.

APPLICATION PROCEDURE

Submit resume, the names of three references and cover letter indicating interest and qualifications to hr@thedoseum.org. Please reference "Position: Discovery Leader" in the subject line.

The above statements are intended to describe the general nature of work performed by the Discovery Leader. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time at the discretion of the VP of Education & Visitor Experience. The DoSeum is an equal opportunity employer.