



Discovery Leader – Maker-Centered Learning

About The DoSeum (www.The Do Seum.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.

The Maker-Centered Learning programs facilitated at the DoSeum are rooted in design sensitivity and fostering agency among program participants. We empower children with the self-confidence to shape their world through making and tinkering. Additional objectives include tool familiarity and use, as well as a deepened understanding of STEM concepts.

JOB SUMMARY

The DoSeum is seeking an energetic self-starter who will interact with museum visitors, both children and caregivers, encouraging educational play and inquiry-based learning. Candidates must have strong people and leadership skills, preferably with prior experience working with young children. Reporting to the Discovery Leader Manager, the successful candidate will work within the Education Department to help create innovative educational programs centered around maker-based learning. The candidate should have a passion for making, tinkering, and creating.

ESSENTIAL RESPONSIBILITIES

Education

- Facilitate caregiver/child interactions throughout museum programs and exhibitions.
- Interact with museum guests to ensure an educational and fun experience.
- Encourage the exploration of exhibits and props in new and meaningful ways.
- Develop and lead in-house and off-site maker-based programs.
- Collaborate with the Education team to develop new, innovative programming that's rooted in best practices and maker-centered principles.
- Assist with other educational programs, including but not limited to camps, outreach, and field experiences.
- With the Program Assistant for Maker-Centered Learning, maintain The DoSeum's maker workshop and its materials.

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.

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

- Experience in a maker-based field (e.g., engineering, science, crafting, design, and/or art) preferred.
- Comfortable working with and/or learning to use various technologies, tools, and equipment (e.g., power drills, soldering irons, sewing machines, 3D modeling, etc.).
- 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.
- 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.

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.

To apply submit resume, the names of three references and cover letter indicating interest and qualifications to hr@thedoseum.org. Please reference "Position: Discovery Leader, Maker-Centered Learning" in the subject line.

The above statements are intended to describe the general nature of work performed by the Discovery Leader, Maker-Centered Learning. 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. The DoSeum is an equal opportunity employer.