ABOUT THE DOSEUM

The DoSeum is a highly interactive museum with a target audience of children birth to ten. The museum’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 DoSeum lives this mission with roughly 500 interactive indoor exhibits and 40,000 sq. ft. of outdoor space.

JOB SUMMARY

The Exhibit Attendant (EA) is responsible for ensuring our guests have an ideal experience in The DoSeum’s galleries and yards. The ideal candidate is outgoing, friendly and communicative. An EA encourages appropriate use of the highly interactive exhibits at The DoSeum, and redirects exhibit abuse appropriately. An EA works closely with the Exhibits Department to ensure all exhibits are operational, at times troubleshooting and doing light repairs on the exhibits in addition to escalating exhibit issues to the appropriate parties. He or she keeps the exhibits fresh by restocking props and materials and helps to maintain prop inventory. He or she works with the Exhibits Team to suggest and implement new and creative activities or objects for the exhibits. This is a part-time position with work on weekdays, weekends, an/or evenings.

ESSENTIAL Responsibilities

- Joyfully engages each guest with a smile and a greeting, acknowledging and responding to any visitor questions.
- Supervise and facilitate guest experience in galleries and yards, ensuring appropriate use of the exhibits.
- Ensure that all exhibits are operational, including physical interactives and technology-based exhibits.
- Independently troubleshoot exhibit issues.
- Escalate Exhibit issues or damage to EA Supervisors in a timely manner.
- Enact preventative maintenance procedures, carefully following instructions from Exhibit Technicians.
- Set each gallery and yard in the morning and prep it at night for evening cleaning.
- Keep the galleries fresh by restocking props.
- Creatively offer suggestions for exhibit improvements and then work with others to put those suggestions into action through formal proposals.
- Clean the gallery as needed, wiping down surfaces or arranging props.
- Work as a team player, challenging and supporting one another in everything.
- Act as a role model for the community, modeling behavior and learning in the galleries.

OTHER DUTIES AND RESPONSIBILITIES

- Participate in the development and design of exhibit improvements or special events (Halloween, Winter Wonderland, public programs, etc.) by offering ideas and putting ideas into action.
- Assist with the implementation of exhibits-related improvements or special event designs.
- Work cooperatively with the Discovery Leaders to solve issues, cover galleries, and supervise guest experience.
- Staff galleries during special events and rentals, including evening events.
- 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.
- Be a positive team player.
- Perform additional duties as required or requested.

MINIMUM QUALIFICATIONS

- High School Degree or equivalent.
- 1-2 years experience working with children.
- Outgoing and energetic personality.
- Self-starter, strong at multitasking, highly organized and dependable.
- Ability to work with basic hand tools, comfortable working with his or her hands.
• Comfortable and familiar with computers, both Mac and PC, and with technical hardware (projectors, cables, monitors, remotes, solid state players etc.) or can be trained to familiarity.
• Possess the skills to effectively and efficiently handle customer questions and concerns with the appropriate managers.
• Must be able to work a flexible schedule, including weekends and holidays.
• Ability to speak Spanish is helpful, but not required.
• 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.
• **Verbal & Written Communication; Interpersonal Skills** - Clarity of speech, remaining calm and focused, being polite and listens to others without interrupting; Keeps emotions under control. 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.
• **Attention to Detail & Adaptability** - Manages competing demands; Able to deal with frequent change, delays, or unexpected events; Can efficiently execute on multiple priorities/plans/ideas; 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.
• **Ethics & Judgment** - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; 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. This position is part time.
• Ability to lift up to 50 lbs.
• Ability to stand for extended periods of time.
• Variable exposure to noise, weather and elements.