

JOB DESCRIPTION: Science Center Exhibit Hall Associate

ACCOUNTABILITY: The Science Center Exhibit Hall Associate is accountable to the Director of Science Center.

JOB SUMMARY: The Science Center Exhibit Hall Associate is responsible for the overseeing and upkeep and cleanup of Spark Science Center Exhibit Hall and Innovation Park as well as for greeting visitors and orienting them in the space.

1. Greet and guide visitors as they enter the Exhibit Hall or Innovation Park.
2. Interact with visitors while in space.
3. Organize and evaluate necessary supplies to maintain Spark exhibits. Notify the director of needed supplies or broken exhibits.
4. Help with special interactive activities for Spark visitors as needed or desired.
5. Clean the interactives as needed and at the end of shift.
6. Other duties as assigned by the Director of Science Center.

- High School or Equivalent
- Two to three years working experience

- Demonstrates excellent verbal communication skills
- Exhibits impressive organizational, analytical, and problem-solving skills as well as flexibility
- Demonstrates ability to plan, organize and coordinate innovative programs and handle multiple tasks
- Demonstrates effective interpersonal skills and working with the public
- Demonstrates ability to cooperate fully with other staff, volunteers, and visitors; must be a team player with the ability to work independently.
- Possesses a commitment to the mission of the museum.

Supervisor Signature _____ Date _____

Executive Director Signature	Date
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