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| Clay Center  |
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| **Discovery Leader-CPT**  |

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| **Department:** 1127  | **Job Status:** Part Time  |
| **FLSA Status:** Non-Exempt  | **Reports To:** Museum Supervisor  |
| **Grade/Level:**  | **Amount of Travel Required:** Minimal  |
| **Work Schedule:**  | **Positions Supervised:**  |
| Require evening and weekend availability  | None  |

 **POSITION SUMMARY**

Discovery Leaders will provide exceptional customer service at the Center by encouraging visitors to interact with Museum experiences, engaging them in programs and demonstrations and assisting them throughout their visit. Discovery Leaders will also assist in the maintenance and upkeep of all exhibit galleries. The incumbent reports to the Museum Supervisor.

**ESSENTIAL FUNCTIONS**

**Essential Functions Statement(s)**

* Consistently engage visitors through interactions with exhibits, programs and demonstrations.
* Provide friendly, courteous and professional customer service in Museum galleries as well as Caperton Planetarium and Theater.
* Facilitate guest experience by assisting with exhibits and providing general information regarding the Center’s programs.
* Provide school group orientations and assist with the management of school groups in the galleries and for education performances.
* Monitor admission of paid guests into the gallery spaces.
* Assist with Caperton Planetarium and Theater shows by accepting admission tickets, helping guests with seating, operating the projection system and dispensing/collecting 3D glasses.
* Provide light maintenance of exhibits and galleries including cleaning and the replenishing of consumable supplies.
* Present art and science cart-based demonstrations in the galleries and perform live presentations in the Caperton Planetarium and Theater.
* Work with youth and adult volunteers.
* Provide input into the development of new floor programs.
* Assist with special events and rental events as needed.
* Other duties as assigned.

 **POSITION QUALIFICATIONS**

**Competency Statement(s)**

* Friendly - Ability to exhibit a cheerful demeanor toward others.
* Accountability - Ability to accept responsibility and account for his/her actions.
* Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
* Communication, Oral - Ability to communicate effectively with others using the spoken word.
* Interpersonal - Ability to get along well with a variety of personalities and individuals.
* Customer Oriented - Ability to take care of the customers’ needs while following company procedures.
* Energetic - Ability to work at a sustained pace and produce quality work.
* Enthusiastic - Ability to bring energy to the performance of a task.
* Creative - Ability to think in such a way as to produce a new concept or idea.
* Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
* Presentation Skills - Ability to effectively present information publicly.
* Tactful - Ability to show consideration for and maintain good relations with others.
* Safety Awareness - Ability to identify and correct conditions that affect employee and visitor safety.

 **SKILLS & ABILITIES**

**Education :** Bachelor’s degree in visual or performing arts, science, education, museum studies or communication preferred.

**Experience :** One to two years related experience

**Computer Skills :** MS OFFICE, INTERNET & EMAIL PROFICIENCY

 **PHYSICAL DEMANDS**

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| **Physical Demands**  | **Lift/Carry**  |
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|  |  |
| --- | --- |
| Stand  | F (Frequently)  |
| Walk  | F (Frequently)  |
| Sit  | O (Occasionally)  |
| Handling / Fingering  | O (Occasionally)  |
| Reach Outward  | O (Occasionally)  |
| Reach Above Shoulder  | O (Occasionally)  |
| Climb  | O (Occasionally)  |
| Crawl  | O (Occasionally)  |
| Squat or Kneel  | O (Occasionally)  |
| Bend  | O (Occasionally)  |

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| 10 lbs or less  | F (Frequently)  |
| 11-20 lbs  | O (Occasionally)  |
| 21-50 lbs  | O (Occasionally)  |
| 51-100 lbs  | O (Occasionally)  |
| Over 100 lbs  | N (Not Applicable)  |

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| **Push/Pull**  |
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| --- | --- |
| 12 lbs or less  | F (Frequently)  |
| 13-25 lbs  | O (Occasionally)  |
| 26-40 lbs  | O (Occasionally)  |
| 41-100 lbs  | O (Occasionally)  |

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| **N (Not Applicable)**  | Activity is not applicable to this occupation.  |
| **O (Occasionally)**  | Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  |
| **F (Frequently)**  | Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  |
| **C (Constantly)**  | Occupation requires this activity more than 66% of the time (5.5+ hrs/day)  |

 **WORK ENVIRONMENT**

INDOOR-CLIMATE CONTROLLED

Prepared by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approval Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Company has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.