

Job Title: Exhibit Specialist

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Reports To: Senior Director of Exhibits

Classification: Part-Time, Hourly, non-exempt

Schedule: Hours will vary. Up to 20 hours per week. Mainly weekends.

Compensation: \$10 - \$13 per hour

Background: Kaleideum is an experiential learning museum. Our mission is to make our community curious and excited about learning all the time.

The museum's exhibits and programs mix STEM (science, technology, engineering, and math), reading and the arts. This way, people of all ages can learn in a connected way.

In everything we do, Kaleideum wants to be a strong team with families, schools, and the community. Our goal is to get the next generation ready for learning and success throughout their lives.

Job Summary:

This role is all about making Kaleideum a fun and exciting place for everyone. The person who gets this job will engage with people visiting the museum. Daily tasks could vary, including resetting exhibits, squeegeeing the floor in Our Water gallery, and nicely asking visitors to stop an action if misusing an exhibit. This means being professional and making sure visitors have an exceptional time.

Primary Duties and Responsibilities

- Move through the museum and pick up loose parts and pieces of exhibits
- Help with opening and closing procedures
- Squeegee the floor in Our Water when needed
- Observe visitor behavior and make sure everyone is playing in a safe manner
- Always provide excellent customer service to kids and their caregivers
- Reporting broken exhibit components to Senior Exhibit Staff
- Assist team members with maintaining and fixing exhibit components
- Take on other tasks assigned by the Senior Director of Exhibits

Knowledge, Skills, and Abilities

- Dedication and excitement for Kaleideum's mission, vision and values
- A personal commitment to making Kaleideum a diverse and inclusive place
- Being a good team player and able to work in a changing environment

- Making sure the Museum is safe for both the visitors and staff
- Talking nicely and professionally with the public, including kids, museum guests, teachers, parents, and donors
- Being reliable and responsible
- Ability to navigate a multi-level building and direct guests around
- Knowledge of computers is a bonus
- Being able to speak Spanish is a plus

Qualifications

Minimum Education/Experience:

- High School degree/GED required
- 1 or more years' experience working in a museum or non-profit environment preferred
- Willingness to work with children

Essential Physical Functions

On any given day, Museum staff may be required to do one or more of the following: moving up and down a multi-story building, reaching, crawling, and kneeling. All job requirements are subject to possible modification to reasonably accommodate individuals with a disability.

To apply, please submit a museum application and resume to Caitlyn Zarzar, Senior Director of Exhibits, czarzar@kaleideum.org