



The Works: Ohio Center for History, Art & Technology is seeking **Museum Exploration Guides**.

Mission: We enrich people's lives by providing interactive opportunities that inspire creativity and learning.

The Works seeks enthusiastic individuals who are passionate about education to engage guests of all ages in museum exhibits and create a fun and playful learning experience. In addition to enhancing the overall museum experience, Exploration Guides may assist with museum programs and events, birthday parties, guided tours, and more! This position is ideal for those with flexibility in their schedule and who enjoy working in a fun and creative environment!

Reports to: Director of Education Programs & Volunteer Services

Position Start Date: March 2023, ongoing; flexible schedule

Compensation: \$15/hr; average of 15 – 25 hours per week, hours may vary based on scheduled programs and seasonal visitation. This is a part-time hourly position with some evening and Saturday hours required to support experiences at The Works.

Responsibilities:

- Facilitate safe play with visitors by modeling how exhibits function and using inquiry method to engage visitors.
- Support the museum experience by providing excellent guest engagement within the exhibits and museum complex.
- Maintain exhibit areas: re-positioning of exhibit props after visitor use, ensure exhibits are tidy and ready for use and replenish consumables in exhibits as needed.
- Support Museum's birthday party program, by escorting families to their party rooms, and ensuring rooms are properly set: re-setting rooms between parties.
- Respond immediately to safety issues such as lost children, ringing door or fire alarms, bodily fluid spills, injuries or other emergencies.
- Report customer, exhibit and staff concerns to supervisors immediately as issues arise.
- Report minor and major repairs of exhibits and facility to the Facilities Director and Director of Education Programs.

Knowledge & Experience:

- High School Degree or G.E.D. required, Experience interacting with the public and teaching in an informal or formal education environment.
- Dynamic and enthusiastic individual that can present engaging programs and learning experiences to various age groups.
- Preferred: 1-4 years of Higher Education with a focus on any of the following: education, interpretive education, early childhood development, or related fields.
- Proficient in MS Office Programs (Outlook, Word, PowerPoint, Excel), G Suites (Google Doc, Sheets, Slides, Drive), and Zoom
- Must be able to provide own transportation to outreach sites when delivering off-site programming.
- Ability to work a flexible schedule (evenings and weekend sometimes required)
- Ability to work effectively as part of a team in a fast-paced environment
- Ability to pass a background check and fingerprinting

The Works is an equal opportunity employer.

Submit cover letter, resume and two letters of reference to Janice LoRaso, Executive Director, The Works, 55 S 1st Street, Newark, Ohio 43055, or janiceloraso@attheworks.org.

No phone inquiries please.