

Guest Experience – Gallery Interpreter – PART - TIME

SUMMARY: Gallery Interpreters represent the “public face of the Science Center.” Gallery Interpreters work in the exhibition galleries greeting visitors and engaging them in educational activities, conversations, and programs. They are required to be receptive, outgoing, and engaged with the public while they are in uniform in the exhibition galleries. Gallery Interpreters assist guests as they use the exhibits, encourage visitors to experiment and explore, and provide answers to questions and explanations through interactive demonstrations. Gallery Interpreters will work in one of the center’s galleries, present tabletop activities, and perform scheduled demonstrations, labs or workshops. They will also have time during their shifts to participate in self-directed training opportunities and assist with other behind-the-scenes tasks. Their performance will be evaluated periodically throughout the year.

- The scheduled work hours are:
 - Weekdays, or a combination of weekdays and weekends 4 to 6 hour shifts during the hours of 9:00am – 5:00pm. Monday through Sunday.
 - Gallery Interpreters are expected to work a regular schedule, including holidays (excludes Thanksgiving and Christmas Day when the Center is closed).

Gallery interpreters must be at least 16 years old, work limited to 3 hours on a high school day; 18 hours in a school week; 8 hours on a non-school day; 40 hours in a non-school week; and between 7 a.m. and 7 p.m., except from June 1 through Labor Day.

- 16 and older, work a minimum of 20 hours per pay period.
- Gallery Interpreters are not eligible for full time benefits.
- Gallery interpreters may be required to work some weekends and evenings.
- Pay rate is \$8.00-\$9.00 per hour DOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Include the following and other duties may be assigned.

- Works independently in the galleries engaging visitors.
- Provides excellent customer service, group greetings, and general visitor information as they work in uniform in the building.
- Performs audience-appropriate demonstrations and presentations in the exhibition galleries for visitors.
- Learns new activities and exhibitions on a regular basis, as required.
- Assists with the creation and implementation of new science content.
- Actively seeks out and engages visitors in conversation, exploration and experimentation when in the galleries.
- Follows a daily schedule, prepared by the Guest Experience Manager.
- Works a regular schedule established between the Gallery Interpreter and Guest Experience Manager. Additional shifts may be temporarily added through mutual agreement.
- Attends regular mandatory training sessions, held during regular work hours.
- Complies with the ASC Guest Experience Department dress code.
- Must have access to an email account and check it regularly (at least 4 times a week)

QUALIFICATIONS: To perform this job successfully, an individual must be a minimum of **16 years of age** on the date of hire, and able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. A science, education, and/or museum background is highly preferred.

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No phone calls please.