

ANCHORAGE MUSEUM ASSOCIATION

Title: Educational Experiences Assistant

Reports To: Educator

FLSA Status: Non-Exempt

EEO Class: Admin Support Worker

Approved By: Museum Director

The Anchorage Museum connects people, expands perspectives, and encourages global dialog about the North and its distinct environment. Exploring the intersection of art, history and science, the Anchorage Museum shares multiple perspectives and experiences that tell a greater story.

We welcome diverse perspectives and recognize all are enriched when a diversity of voices, viewpoints, and skills are included and engaged in the work we do.

Summary Position Statement:

Under the general direction of a Museum Educator, the Educational Experiences Assistant will interpret science for the Museum's public through programs and activities including hands-on demonstrations, presentations, and planetarium shows, and will assist in mentoring summer staff, interns, and volunteers involved in programming as well as in the operation of the Discovery Center.

Essential Functions:

- Responsible for presenting live, pre-recorded, and computer-assisted public planetarium shows and supporting evening and other special events that utilize the discovery center and/or Thomas Planetarium
- Interact with visitors to facilitate positive learning experiences; encourage play and exploration; assist with guiding groups and setting up programs
- Assist in the coordination, training, mentoring, observation, and evaluation of part-time staff to ensure safety, positive public relations, and consistent program delivery
- Work as part of a team to maintain the day-to-day operations and programming of the discovery center
- Assist in the creation and maintenance of science programming and visitor experiences in astronomy, physics, biology, geology, and other areas of science as directed
- Effectively evaluate planetarium shows, demonstrations, floor programming, and visitor engagement to modify and/or adapt to meet the needs of a diverse audience
- Participate in exhibition space maintenance, daily operations, and organization in all areas of the discovery center, including the Museum's collection of live animals and the Thomas Planetarium

Non-Essential Functions:

- Assist with light maintenance of exhibits and renovations as needed
- Assist with specific fundraisers or other museum events; attend committee meetings as needed
- Assist with supply inventory, maintenance of program areas and materials as needed
- Work collaboratively with all Museum staff and maintain effective communication regarding the needs, upkeep, and ongoing maintenance of the Discovery Center and its living collection
- Perform other related duties as required

Knowledge/Skills/Abilities:***Knowledge of:***

- The science content exhibited in the Discovery Center and the Thomas Planetarium, as well as experience working with teens, ages 13 – 17, in an informal educational setting
- Must have excellent written and oral communication skills with ability to deliver dynamic, engaging public presentations to diverse audiences of all ages in a positive, rewarding manner
- Basic knowledge of human development, learning styles and multi-sensory teaching techniques
- Demonstrated working knowledge of Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Internet navigation and research required
- Possess knowledge of local and state communities and organizations; have a sincere interest in and respect for people of different backgrounds and cultures
- Must be a professional, responsible, reliable motivated team player with strong interpersonal and organizational skills

Ability to:

- Work under pressure in a fast-paced environment, prioritize multiple competing tasks and demands; seek supervisory assistance as appropriate.
- Assist museum visitors in the event of a fire or other emergency.

Qualifications:

- High school diploma, or equivalent, required
- Bachelor's degree in Education or Science-related field, preferred
- One-year experience teaching and/or working in the Sciences
- First aid training and CPR certification preferred
- One-year experience working with computer-operated media systems, and experience working with planetarium equipment, preferred
- One-year experience working with live animals and science laboratory chemicals, procedures, and safety protocols, preferred

Employee Expectations:

As an AMA employee, the incumbent is expected to model the following traits:

- Foster and maintain open communication and collaboration and actively engage in the exchange of ideas and maintaining constructive relationships
- Initiative and creativity in all aspects of the position
- Lead by example by maintaining a high standard of professional ethics and conduct at all times
- Treat everyone with dignity and respect at all times
- Support/uphold the policies, procedures of AMA.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required.

Physical Demands:

The physical demands of this position are not typical of a usual office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, bend, squat and walk; use hands to finger, handle or feel; reach with hands and arms; talk and hear. The employee may occasionally lift and/or move up to 50 pounds, handle and care for live animals, Science laboratory equipment, specimens and chemicals. Specific vision abilities required by this job include close vision and ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment can range from moderate to noisy.