

## ANCHORAGE MUSEUM ASSOCIATION

Title: Discovery Center Interpreter	
Reports To: Planetarium and Programs Manager	
FLSA Status: Non-Exempt	EEO Class: Admin Support
Approved By: Museum Director/CEO	

The Anchorage Museum welcomes diversity and inclusion and recognizes all are enriched through diverse voices, viewpoints, and skillsets. The Anchorage Museum is committed to creating an anti-racist, fully inclusive organization and is an equal-opportunity employer.

### Summary Position Statement

Under the general direction of the Planetarium and Programs Manager, the Discovery Center Interpreter is the face of the Discovery Center (DC) and is responsible for greeting visitors, monitoring DC zones ensuring an excellent visitor experience, rotating through spaces answering visitor questions, and assisting with daily operations, presenting public educational demonstrations, and providing support for other programs throughout the Anchorage Museum.

This is an entry level seasonal position.

### Essential Functions:

- Assist visitors in exploring and understanding the exhibits and displays in the Discovery Center
- Help facilitate visitor experiences with hands-on CoLab activities
- Present short educational demonstrations to the public, including animal demonstrations, that model best-practices in science and inquiry-based education
- Support educational demonstrations by checking schedules, compiling needed materials or supplies, and communicating with volunteers and other educational department staff
- Present planetarium shows to public audiences
- Document and make timely reports of all exhibit breakages and malfunctions to the Planetarium and Programs Manager
- Ensure that public areas and exhibits are functioning, cleaned, organized, safe, and attractive within the Discovery Center
- Assist staff with daily routines on the floor and behind the scenes
- Enforce general museum rules by modeling and encouraging appropriate behavior

### Non-Essential Functions:

- As assigned, provide limited care for the Museum's live animal collection that includes reptiles and aquatic invertebrate and vertebrate species
- Attend meetings as required
- As assigned, provides support for camps, school groups, and other educational programs

**Knowledge/Skills/Abilities:**

- Excellent interpretive skills, and experience in visitor engagement and inquiry education.
- Excellent oral & written communications skills
- Team player, positive attitude, & service oriented
- Responsible, reliable, motivated, & positive attitude
- Flexible & committed to the Anchorage Museum's objectives, goals, and programming for minds-on, hands-on learning

**Qualifications:**

- One-year experience using word processing software
- Previous experience in afterschool programs and/or informal education preferred
- Must be interested in science and discovery

**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
- Treat everyone with dignity and respect
- Support and uphold the policies, procedures of the 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 described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 sit; use hands to finger, handle or feel; reach with hands and arms; talk or hear. The employee is regularly required to stand; walk; and occasionally required to stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are typical of an office environment and representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.