



MAINE DISCOVERY MUSEUM

Visitor Experience Assistant

POSITION PURPOSE

Reporting to the Visitor Experience Leadership Team, Visitor Experience Assistants are integral to the daily operations of the Museum. V.E. Assistants keep the museum clean, ensure exhibits are safe and running smoothly, support museum programs and demonstrate value for inclusion and access for all visitors.

POSITION SUMMARY

Museum Facility & Exhibit Cleaning:

- Routine cleaning of restrooms, snack room, elevator, handrails and lobby
- Trash removal
- Routine cleaning of exhibits (i.e. vacuuming Tree Climber, cleaning glass, sanitizing surfaces)
- Clean exhibit components (i.e. washing Italian Bistro dishes, light bright pegs and Legos)
- Routine exhibits checks to ensure exhibits are well stocked working properly

Opening & Closing Exhibits:

- Turn on & off as needed
- Safety checks before visitors arrive and at the end of the day

Visitor Connections:

- Meet the needs of visitors as they arise
- Explain or demonstrate the exhibit to curious visitors
- Support the staff during daily programs
- Additional duties as identified by supervisor

POSITION REQUIREMENTS

- Cleaning experience
- Experience working with children and families
- Ability to lift 50 lbs, climb ladders up to 15' high, climb into exhibit components, and navigate uneven terrain
- Ability to problem solve
- Ability to adhere to schedules
- Demonstrated ability to maintain a clean, safe work environment

PERSONAL ATTRIBUTES

- Organized with time management skills
- Energized by the Maine Discovery Museum's mission and values
- Team player with a strong capacity to work independently
- Comfort focusing on day-to-day tasks and projects
- Positive attitude, a customer-service orientation, and a demonstrated ability to thrive working in a nimble, fast-paced environment

Part time, hourly position. Weekend and evening work required. Sunday and evening hours vary depending on private rentals and events. Friday & Saturday: 12pm-6:30pm or 8:30pm. Sunday: ranging from 9:30am-4pm.

Occasional per-diem hours for special events.

Compensation: \$13.50 / hour

