

Wharf of Wonder Gallery Attendant

Job Description



Availability

- Part Time (may include some Saturdays)

Position Description

The STEM Gallery Attendant will oversee the Wharf of Wonder exhibit space and ensure all visitors have a safe and happy experience. They will monitor the traffic in and out of the exhibit space, maintain all safety and policy regulations, and assist in the maintenance and upkeep. This position includes managing the check-out system for STEM kits, puppets, and other educational resources for visitors within the Wharf of Wonder hut.

Position Responsibilities

- Manages foot traffic in and out of the Wharf of Wonder assuring all children are 5 or young and accompanied by an adult.
- Responsible for ensuring that exhibits and activities are properly used and maintained.
- Maintain STEM kits, puppets, and other education resources in the wharf hut.
- Works with educators, volunteers, and department managers to ensure that guest have an engaging educational experience.
- Present Gallery overview and supervise school groups and the public to ensure that all exhibits are used in the correct way.
- Greet and assist visitors in an energetic and friendly manner.
- Encourage interactivity and promote Exploreum programs, events, memberships, etc.
- Use reasoning to define problems, develop solutions, interpret instructions and evaluate information.
- Assist in the upkeep of the Wharf of Wonder exhibit space.
- Attend mandatory monthly staff meetings.
- Perform other duties as assigned.

Qualifications

- Possesses excellent communication and public interaction skills
- Ability to undertake and complete multiple tasks simultaneously
- Must be enthusiastic, energetic, motivated and maintain a professional attitude and disposition.
- Flexible, adaptable and able to learn quickly.
- Dedicated work ethic and the ability to work as part of a team
- Possess excellent customer service and interpersonal skills.
- Must have reliable transportation.