

**Washington Pavilion of Arts and Science
Kirby Science and Discovery Center**

POSITION DESCRIPTION

Job Title: InterActor (Part time)
Responsible To: Kirby Science and Discovery Center Floor Coordinator and Program Supervisor

Position Summary:

Assist in the facilitation of visitor engagement in Kirby Science Discover Center (KSDC) including the Wells Fargo CineDome to provide a positive visitor experience. Facilitate visitor learning through exhibit explanation, KSDC program presentation, and visitor interaction. InterActors are responsible for monitoring the condition and operation of the KSDC exhibits, the CineDome films and other public areas. Work with the appropriate personnel to keep those spaces clean, safe and operational. InterActors are responsible for managing the CineDome queuing area, coordinating visiting groups and visitor activities. InterActors will display and encourage appropriate visitor behavior throughout the KSDC.

Specific Duties and Responsibilities:

- Presents education program to KSDC visitors, including science demonstrations, and other activities
- Explains science concepts to visitors of all ages in a fun, understandable way
- Is familiar with exhibits, films, programs, and other amenities of the KSDC and Washington Pavilion and answers visitor questions
- Participates in daily opening and closing procedures
- Takes tickets for CineDome presentations and works with Box Office to ensure smooth CineDome operation
- Monitors CineDome audience during performances and escorts audience members to and from seats as required (e.g. visitors with special needs, parents with crying babies, youth groups, etc.)
- Monitors the condition and operation of the exhibits and CineDome and works with appropriate personnel to correct any problems
- Cares for live animals on exhibit, including the feeding, cleaning, handling and general care of various reptiles and amphibians
- Monitors visitors and encourages appropriate visitor behavior, maintains order, and pro-actively assists visitors as required
- Helps coordinate group visits, including check-in, movements, lunches and demonstrations
- Is familiar with emergency procedures and assists in implementing them when necessary
- Participates in team activities to continuously improve quality of visitor experience
- Communicates status of KSDC with team, especially coordinator on duty
- Performs other related duties as assigned

Knowledge, Skills, and Abilities Required:

Education/Experience:

Minimum age of 16 years. Experience in an interpretation, education and/or museum setting, plus coursework in appropriate disciplines (speech, science, education, interpretive methods, museum studies, theater or communications) preferable.

Skills and Abilities:

- Demonstrate strong written and verbal communication skills
- Demonstrate the ability to present innovative science programs and activities
- Possess competent computer skills
- Communicate effectively to a wide range of team members and audiences
- Demonstrate effective leadership and interpersonal skills
- Exhibit impressive organizational skills and flexibility
- Manifest enthusiastic self-motivation
- Willingness to gain knowledge and experience in program evaluation and interpretation methodologies

Additional Information:

This position requires continual training to keep up with new exhibits and new educational programs. This position requires the ability to stand for long periods of time, climb stairs frequently, bend and reach, and lift objects up to 20 pounds. This position requires the ability to work weekdays, weekends, holidays, evenings, as scheduled.

Employee Acknowledgment:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the coordinator. All requirements are subject to change over time, and to possible modification to reasonably accommodate changing institutional needs.