



Job Title: Guest Experience Coordinator
Full-Time Position: 40 hours, weekend hours
Pay Rate: \$18 to \$19 per hour

Hiring Manager: Micaela Balzer, Director of Innovation & Learning

Position Duties:

- Leads the organization's daily operations, which include but not limited to exhibit area, workshops, and opening and closing procedures.
- Provides leadership to the Guest Experience Team as it relates to daily operations and duties.
- Collaborates with Program Coordinators to train staff for group workshops and other programs.
- Support the educational programs, which include but not limited to purchasing, inventory and support.
- Develops and delivers public programs.
- Coordinates functions of FSE, and rentals.
- Delivers excellent customer service while engaging guests in daily visits to the Science Center.
- Delivers science workshops to guests in varied group dynamics.

Position Requirements:

- Knowledge and skills typically acquired through experience and coursework in informal education with emphasis on education, science, and customer service.
- Ability to understand and follow curriculum guides.
- Ability to communicate effectively and professionally in individual and group settings and work with people of all ages.
- Ability to prioritize multiple, overlapping tasks while maintaining a pleasant, guest-focused attitude.
- Skill in using a computer with Windows-based software.
- Must be able to perform physical activities for extended periods. Prefer a valid driver's license and acceptable driving record.

To Apply:

Please send a cover letter and resume to Micaela Balzer, balzer@impression5.org

Notice:

A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.

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