



**Madison Children's Museum  
JOB DESCRIPTION**

<b>Position Title:</b> Discovery Guide	<b>Division/Department:</b> Education
<b>Supervisor:</b> Visitor Experience Manager	<b>FLSA Status:</b> Non-exempt
<b>Pay Grade:</b> \$8.50/hour (raise to \$9/hour after 6 months in good standing)	<b>Date Updated:</b> 5.1.18

**SUMMARY OF JOB SCOPE & RESPONSIBILITIES**

Madison Children's Museum Discovery Guides work in exhibit spaces and help facilitate discovery, learning, and play for diverse audiences. The majority of work time is spent in direct contact with museum visitors.

**ESSENTIAL JOB FUNCTIONS (80%)**

- Interacts with visitors in the museum's exhibit spaces to facilitate a safe and positive museum experience for visitors.
- Ensures that the visitor experience is child-based, accessible to a wide audience, and reflects the mission of Madison Children's Museum.
- Interacts with all visitors in a friendly, professional manner, with excellent customer service.
- Opens and closes museum exhibit spaces as assigned.
- Works with Education Managers, Education Supervisors, volunteers, and interns to ensure a smooth flow of all activities within exhibit spaces.
- Maintains a current knowledge of museum operations and events, and the surrounding area.
- Assists with program activities, camps, outreach events, and group tour orientations as needed.
- Maintains order, safety, and cleanliness in exhibit galleries and program spaces.

**SECONDARY JOB FUNCTIONS (20%)**

**Assists with general museum operations and events (10%).**

- Assists with after-hours events, outreach programs, and marketing/development events as assigned.
- Participates in museum staff meetings and project planning as assigned.

**Performs Other Duties as assigned (10%)**

- Assists with visitor traffic control.
- Assists with deep cleaning museum spaces.
- Other tasks as assigned.

**JOB QUALIFICATIONS**

Necessary Education or Work Experience:

- High school diploma or equivalent, or working towards diploma or equivalent.
- Experience and/or interest in working with children ages birth-12 in child care, classroom, or informal education settings.
- Experience working with diverse audiences.
- Bilingual (Spanish) preferred.

Required Knowledge and Skills:

- Weekday, weekend, and occasional evening work required.
- Ability to interact with people of all ages and backgrounds.
- Ability to work successfully as a team player.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This position requires the ability to do one or more of the following throughout the day: stand, walk, sit, bend and reach above and below shoulder level. The position also involves frequent repetitive motion. The noise level in the work environment is usually moderate to loud. The position requires some outdoor work year-round, and includes care of plants and animals.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

*Madison Children's Museum is an equal opportunity employer and fully subscribes to the principles of equal employment opportunity. It is the policy of this company to provide employment compensation and other benefits related to employment based upon qualifications, without regard to race, color, religion, national origin, age, gender, veteran status, disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, this company intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law.*

**To Apply**

Please submit resume, cover letter, and application to Anneke van Lith at [mcmjobs@madisonchildrensmuseum.org](mailto:mcmjobs@madisonchildrensmuseum.org) with the subject line "Discovery Guide Application" by **May 18, 2018**.