Rochester Museum & Science Center

JOB DESCRIPTION

Job Title: Career Ladder Staff
Department: Education
Direct Supervisor: Floor Supervisor(s)
FLSA Status: Non-Exempt
Full-time/Part-time: Part Time
Salary: $15.00/hour
Date Prepared/Revised: 5.17.24

I. SUMMARY
Career Ladder Staff are members of our daily operations team which creates an environment for excellent visitor experience that includes a welcoming atmosphere, knowledgeable engagement, functioning exhibits, as well as a safe workspace. Career Ladder Staff should be students in good standing in High School or College within the 9-county region or a person looking to jump start their career in STEM fields.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES
Responsible for providing a fun and safe learning experience for the RMSC’s diverse audiences by engaging visitors, carrying out the daily operations within the museum galleries and monitoring all exhibit floors. The Career Ladder staff implement their part in the daily plan of operations, assist in the delivery of programming, maintain exhibits, and interact with visitors and groups. They engage visitors in a fundamental understanding of science, technology, and the natural environment and our region’s cultural heritage.

● Interact with visitors and groups within exhibit galleries.
● Train on and perform interactive visitor experiences such as Science Encounters, cart demonstrations, and public programs.
● Routine maintenance of exhibits.
● Daily check of exhibits and reporting of failures.
● Other duties as assigned.

III. COMPETENCIES
● Ability to utilize Microsoft office and Google Suite.
● Ability to use business machines such as computers, printers, copy machines and phones.
● Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
● Ability to write routine reports and correspondence.
● Ability to speak effectively with groups of individuals (internal and external)
● Ability to count, add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
● Ability to solve practical problems/troubleshoot and deal with a variety of concrete variables in situations where only limited standardization exists.
● Ability to exercise judgment and make decisions within standard practice (cannot change practices or policies, can make decisions within those practices and policies).
● Ability to maintain confidentiality

IV. QUALIFICATIONS
Current High School or College student. First Aid and AED training preferable.

V. PHYSICAL REQUIREMENTS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities.

Must be able to travel throughout the Museum's exhibit galleries to engage with visitors and perform other job requirements. May be required to stand for extended periods of time and occasionally lift up to 20 lbs.

VI. WORK ENVIRONMENT
While performing the duties of this job, the noise level in the work environment is variable. Can be elevated during periods of high visitation.

This job description reflects management’s assignment of essential functions and does not restrict management’s right to assign or reassign duties and responsibilities to this job at any time.

RMSC is committed to creating a diverse environment and is proud to be an equal opportunity employer. This policy expressly prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, disability, genetic predisposition, gender identity or expression, carrier status, domestic violence victim status, veteran status, or status as a member of any other protected group or activity.

Please submit all resumes to Jessica Colangelo, Director of Human Resources jcolangelo@rmsc.org no later than June 14, 2024