

RMSC Education Department

Position: Inventor Center Program Educator (part-time, regular)

Pay: \$15.50/hour

Supervisor: Floor Experiences Coordinator

Earliest Start Date: June 6, 2023

Schedule: The Inventor Center Program Educator is a part-time position (30 hours per week) working with RMSC's Inventor Center exhibit experience. The Inventor Center is open 12-4pm during the school year, and 10am-4pm during the summer. Sample work schedules are listed below; shifts may adjust to accommodate times of high visitation (e.g. school break weeks). At least one weekend day per week is required as part of this position (Saturday and/or Sunday).

School year schedule: Tuesday: 9:30 AM - 4:30 PM Wednesday: 9:30 AM - 4:30 PM Thursday: 9:30 AM - 4:30 PM Friday: 9:30 AM - 4:30 PM Saturday: 12:00 PM - 4:00 PM	Summer schedule: Tuesday: 9:30 AM - 4:00 PM Wednesday: 9:30 AM - 4:00 PM Thursday: 9:30 AM - 4:00 PM Friday: 9:30 AM - 4:00 PM Saturday: 9:30 AM - 4:00 PM
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The RMSC's Inventor Center encourages participants to explore the thrilling process of invention. As the first phase of a developing exhibition focused on innovation, the Inventor Center includes a series of participatory stations: learn, build, test, and share. Learn about a problem, explore the available materials, build a prototype, test your results, and share your ideas or inventions with others (not necessarily in that order). Hop into the process at any point and see what you can do! A new main challenge will be presented in the Inventor Center every four to five months, and it's up to you to solve it.

As the Inventor Center Program Educator, you will be responsible for the set-up of Inventor Center during the week. Each day, you will ensure that all of the supplies are fully stocked, and you will keep an inventory log of backup supplies to ensure we have enough. When running low, you will submit requests for purchases of replacement or new supplies. Lastly, you will monitor how successfully different supplies are used and provide feedback to supervisors along with suggestions for improvements.

Additional responsibilities include leading programs for school groups in the Inventor Center, developing new "Experiment" and "Share" station activities, and assisting in the development of new Inventor Center challenges. Opportunities for additional hours may arise as needed with other programs in the Education Department (e.g. Public Programs, Adult Programs).

Responsibilities:

- Maintain and supervise operation of a public makerspace for Museum visitors.
- Interact with visitors of a wide range of backgrounds, ages, and abilities to acquaint them with rotating engineering challenges in the Inventor Center as well as general Museum navigation.
- Maintain up-to-date inventory of supplies for each challenge, and submit order requests to supervisors for more supplies as needed.
- Ensure a clean and welcoming exhibit space for public visitors; this includes sweeping the floor, wiping down tables and chairs after each use, and keeping reusable items sanitized.
- Provide feedback to supervisors, both from staff and visitors, on how challenges can be improved and different types of supplies that can be used.
- Coordinate the rotation of challenges in the Inventor Center on a near-quarterly basis.
- Facilitate structured programs for K-12 learners from a variety of schools and educational institutions
- Be willing to participate in other Education Department programs in a supporting capacity.

Bonus Qualifications:

- Experience working with children and families
- Excellent organizational skills
- Ability to work as a member of a team
- Experience leading groups of learners in an educational setting
- Ability to be a self-starter and identify/address areas of need without explicit instruction

Work Conditions:

- Programs take place in-person at the RMSC Museum & Science Center (657 East Avenue, Rochester, NY 14607).
- While performing the duties of this job, the employee is regularly required to walk and stand for up to 3 hours at a time; use hands to manipulate or feel objects, tools, or controls; reach with hands and arms; lower oneself to lift objects from the floor and meet young children at eye-level; stoop, kneel, and crouch. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, depth perception, and ability to adjust focus.
- While performing the duties of this job, the noise level in the work environment is highly variable.
- While performing the duties of this job, the employee regularly works in close quarters with staff/volunteers, program participants and their caregivers/families, and/or all general public/RMSC visitors.

Please submit your resume & cover letter to: Sue MacDonald, HR Director, smacdonald@rmsc.org

Deadline to apply: May 26th, 2023

This job posting 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