



Discovery Room Specialist

[The Discovery Room](#) at the NC Museum of Natural Sciences is seeking an individual who is passionate about connecting families to nature to join our team! Position will facilitate visitors' hands-on exploration and discovery while keeping the Discovery Room running smoothly.

This position is a seasonal, part-time position through the [Friends of the North Carolina Museum of Natural Sciences](#). Position will report to Faye Goodwin, Manager of the Discovery Room.

The North Carolina Museum of Natural Sciences values a diverse and inclusive workplace and encourages applicants of all backgrounds to apply for this position.

Pay: \$18.00/hour

Work schedule: The Discovery Room Specialist will work approximately 25 hours per week between 10:00am-5:00pm on Tuesdays, Fridays, Saturdays, and Sundays.

Time frame: Early April-Labor Day

Location: North Carolina Museum of Natural Sciences (Downtown Raleigh)

About the Discovery Room:

The Discovery Room is the Museum's intergenerational learning exhibit on the second floor of the Nature Exploration Center in Downtown Raleigh. Discovery Room staff and volunteers facilitate visitors' free exploration of the room's many hands-on exhibits and activities, including natural specimens, microscopes, costumes, an augmented reality sand table, and living things in the room such as the observation beehive and carnivorous plants.

Responsibilities:

1. Adhere to your assigned schedule and notify your supervisor promptly in the event you will be late or absent.
2. Help to open, close and maintain safe and smooth operations in the Discovery Room during public hours. Follow emergency procedures as described in the Discovery Room Manual and presented in training.
3. Interact with the public in a professional and friendly manner by following the guidelines in the Discovery Room Manual and presented in training.
4. Maintain good communication with the staff of the Discovery Room through daily notebook entries as well as phone calls and emails.
5. Maintain good communication with other Museum staff, including but not limited to: Front Desk, Security and Living Collections staff.
6. Spend the half hour before opening and after closing organizing and cleaning the room. Complete daily, weekly and monthly maintenance checklists.
7. Report items needing repair to appropriate staff. Make minor repairs when appropriate.

Knowledge, Skills, and Abilities:

- Enthusiasm for science education and community engagement
- Experience working with young children and their families
- Experience working with diverse audiences
- Excellent communication skills, especially with young children
- Professional manner and dress
- Transportation to Museum in downtown Raleigh
- Must be dependable and punctual
- Willingness to submit to a criminal background check

Minimum Education and Experience:

- High school or General Educational Development (GED) diploma and one year of experience as related to knowledge, skills, and abilities in area of assignment; or an equivalent combination of education and experience.

To Apply: Email resume and cover letter to Faye Goodwin faye.goodwin@naturalsciences.org