North Dakota's Gateway to Science

VISITOR GUIDE

10-20HRS/WEEK

ARE YOU OUR NEXT VISITOR GUIDE?

Come help us foster exploration, discovery, and inspire scientists in everyone! We're a hands-on science center dedicated to making STEM come to life for students, campers, and visitors of all ages. We're looking for a Visitor Guide to help make our gallery and exhibits a welcoming, fun, and engaging experience for everyone.

WHAT IT LOOKS LIKE

Gallery Guidance – *approximately 50-75% of time*

Our gallery welcomes guests of all ages to explore our exhibits. You'll be responsible for making guests feel welcomed, confident, and excited about STEM. You'll greet visitors, answers questions, help them explore exhibits (including flight simulations) and offer guidance, as needed. You'll make sure the exhibits gallery is a fun, safe, and stimulating experience. You'll also assist in keeping exhibits clean and in good working condition.

Front Desk Attendance – *approximately 20-35% of time*

Our front desk is the first impression for our guests. You'll answer phone calls and greet visitors, set expectations, and inform and answer questions about guidelines, memberships, and other programs and events happening. You'll run our Point-of-Sale system for memberships, ticketing, and gift shop sales.

Programming Assistance – *approximately 5-15% of time*

We host various STEM workshops, camps, clubs, birthday parties, and other community events. You'll assist in facilitation, including putting together materials and supplies, delivering activity instructions, and helping visitors and students with expectations.

WE'RE LOOKING FOR SOMEONE WHO

- Is at least 15 years old.
- Can move under and around exhibits (accommodation is available, as needed).
- Is willing to follow OSHA and Health Department safety recommendations.
- Is dependable and consistent.
- Can work independently and with a team.
- Can handle multiple tasks promptly.
- Communicates effectively, relates to children well, and can encourage exploration of STEM.
- Is willing to ask questions, think critically and creatively to solve problems, acts quickly to prevent issues, and applies feedback.

EDUCATION AND EXPERIENCE

No experience required. Training will be provided.

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MORE DETAILS YOU'LL WANT TO KNOW

This position reports to Gallery and Education Managers and works closely with several departments, including but not limited to education, gallery, and events. Other duties not covered in this application may be assigned during work but will not exceed reasonable Visitor Guide responsibilities. The starting rate for this position is $15/hour. This position offers a flexible work schedule. Evening and weekend work is required.

READY TO JOIN THE TEAM?

We'd love to hear from you! To apply, fill out and submit the online application.

We don't discriminate based on gender identity or expression, sexual orientation, race, religion, age, national origin, citizenship, disability, pregnancy status, veteran status, or other differences. Also, if you have a disability and there's a way we can make the interview process better, let us know (gscience@gscience.org w/ the subject line "Job Application Accommodations"). We're happy to accommodate.

If you have other questions, please let us know by emailing gscience@gscience.org.