



3537 Zenith Ave S
 Minneapolis, MN
 55416-4623

PHONE 612.926.3878
 FAX 612.927.7265
 WEB thebakken.org

POSITION TITLE: EXHIBIT FACILITATOR

Department:	Public Programs		
Classification:	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Hourly	<input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Salaried	Weekly Hours: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time 30 hours
Reports To:	Public Programs and Retail Coordinator		

POSITION OVERVIEW

The Exhibit Facilitator will work directly with museum visitors throughout the museum galleries interpreting and assisting with both hands on exhibits and activities as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Weight
Percentage

Gallery Supervision

100%

- Greet visitors and provide general museum and wayfinding information.
- Maintain a presence within the gallery spaces throughout the day.
- Ensure organization and tidiness of exhibit spaces, manage and restock supplies.
- Enthusiastically assist a diverse range of visitors with hands-on activities.
- Encourage visitors to think critically about the exhibits.
- Observe and collect informal visitor behavior.
- Maintain safety standards for all equipment and museum visitors on the exhibit floor.
- Promote and support membership, donation, volunteer, and program requests, etc.
- Inform appropriate staff of any exhibit components in need of repair, maintenance or special cleaning.
- Assist with event and program support as needed.

CORE COMPETENCIES

Commitment to Diversity

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

Commitment to Service

Responsive to the needs and requests of the museum's visitors, event guests, and organization partners. Extends courtesy, friendliness and overall respect to others.

Interpersonal Communication and Teamwork

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.



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Initiative

Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.

Flexible

Adaptable and responsive to change. Able to respond to requests in a timely manner.

SUPERVISION EXERCISED

Supervises and trains volunteers as needed

POSITION REQUIREMENTS

1. Excellent written and verbal communication skills required.
2. Willingness to work independently with minimal supervision.
3. Prior informal science education experience preferred.
4. Customer service experience required.
5. Ability to work with diverse populations of all ages and ethnicities.
6. Familiarity with basic tools and mechanical principles preferred but can be taught.
7. Ability to lift equipment/supplies (up to 30 pounds).

PHYSICAL DEMANDS

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 may be made to enable individuals with disabilities to perform the essential functions.

- Ability to lift equipment/supplies (up to 30 pounds).

The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.