

**ORPHEUM CHILDREN'S SCIENCE MUSEUM  
MUSEUM ASSOCIATE  
POSITION DESCRIPTION**

The Museum Associate oversees the day-to-day operations of the museum and supervises volunteers while on duty.

**DUTIES AND RESPONSIBILITIES:**

Responsible for daily activity of the museum: visitor relations, cash handling and sales transactions; basic daily bookkeeping gift shop sales and restocking supplies; animal care and maintenance; general cleaning and maintenance of the museum, administrative offices and conference room; daily inspection and routine maintenance of exhibits.

- Schedules birthday parties and field trips while on duty.
- Assists the Education Coordinator with field trips during on-duty hours.
- May work with the Education Committee, Education Coordinator, Museum Coordinator, and Executive Director on planning and facilitating special weekend programs.
- Assists the Museum Coordinator, Education Coordinator, and Executive Director with special projects as needed.

**SKILLS REQUIRED**

- Experience and strong interest in working with young children
- Strong interest in science and education
- Excellent written and verbal communication and organizational skills
- Excellent interpersonal skills and ability to work with people from diverse backgrounds
- Experience with Macintosh and PC computers
- Ability to work independently without a lot of supervision
- Ability and willingness to handle harmless animals with ease
- Calm, flexible personality with the ability to adapt quickly to unexpected events

**DESIRABLE SKILLS**

CPR and first aid